



<b>Position Title:</b> Transformational Discipleship Operations Coordinator
<b>Work Location:</b> St. Mark Ministries – De Pere, WI and Green Bay, WI
<b>Part Time / Non-Exempt / Staff Position</b>
<b>Reports To:</b> Discipleship Pastor
<b>Positions Reporting To:</b> N/A
<b>St. Mark Ministries Mission and Vision Statements:</b>  To teach timeless truths to today’s people so that all may share tomorrow’s eternity.  To be a dynamic Christian congregation that is an inspiration magnet for every member of our community, providing an opportunity to GROW a meaningful personal relationship with Jesus and then to GO make a difference now and for eternity.
<b>St. Mark Ministries Core Behaviors:</b>  <b>Make It Better</b> – “What am I doing to make us a better church?” <b>Take It Personally</b> – “Where am I leveraging my talents and skills outside my primary team?” <b>Be A Team Player</b> – “Where am I helping others win?” <b>Replace Yourself</b> – “Who am I empowering?” <b>Be Healthy</b> – “How am I taking care of myself spiritually, relationally, physically, financially, and emotionally?” <b>Remain Open Handed</b> – “How do I manage the tension triggered by new ideas, innovation and change?”
<b>Overview / Primary Responsibilities:</b>  The Transformational Discipleship Operations Coordinator at St. Mark Ministries provides guidance, communication, and coordination for the Transformational Discipleship Program that has the intent to direct people who are transforming in their relationship with God a positive, life-impacting change on others.
<b>Essential Duties:</b> <ul style="list-style-type: none"><li>● Job Duties - Primarily conducted remotely<ul style="list-style-type: none"><li>○ 4-8 hours onsite per week, including Monday staff meetings, one-on-one with manager, and all monthly steering committee meetings.</li><li>○ Prepare, maintain, and manage TD projects and financials. Conducts analysis on the results by validating them against the project plan, while ensuring that resource plan is entered, monitored and updated with St. Mark.</li><li>○ Develop, update, and maintain the project/s plan and follow-up with team leads to ensure all tasks have been completed. Facilitate project plan update meetings with team leads in securing updates.</li><li>○ Communicate necessary information to those involved in the ministry.</li></ul></li></ul>

- Schedule and lead monthly TD Steering Committee meetings
- Ensure accountability for resolution of issues and appropriate assignments are made to volunteers.
- Brings inconsistencies and problems with potential solutions to the attention of the Steering Team.
- Exercises sound business acumen and judgment. Understands and has knowledge of project management disciplines in supporting project/s for the Transformational Disciples.
- Process requests for payment of paid positions and submit in a timely fashion to St. Mark.
- Coordinates and assists in conducting interviews with potential TD candidates for each TD group.
- Conduct off site event planning for annual weekend retreat and annual dinner event.
- Coordinates set-up for retreats.
- Other assignments, as needed.

#### **Education and/or Work Experience Requirements:**

- Problem Solving Requirements:
  - Problems are known and defined; solutions are limited or readily apparent and can be applied quickly; select the best option available. Proven ability to utilize common sense troubleshooting practices.
  - Problems are varied but similar, may require some clarification, use of basic fact finding and/or problems solving techniques; selects the best option from defined procedures/precedence.
- Decision Making/Impact
  - Utilizes sound business judgment to determine the impact of schedule or cost deviations from the plan and notify Facilitator, TD Steering Team and Volunteer Leaders and Coaches of findings and recommend solutions.
  - Diagnose project management issues and assist the TD Steering Team in securing the appropriate resources for projects assigned.
  - Must be an independent worker.
  - Ability to prepare for, facilitate, and follow-up meetings and assigned tasks.
  - Hold the team accountable for tasks.
- Communication Requirements
  - Use transparency, common courtesy, tact and basic written and verbal skills.
  - Convey or exchange basic information in routine ways to audiences.
  - Interpret or explain data or information to deliver messages to audiences not knowledgeable about the subject matter.
  - Adapt style and use persuasion in delivering messages; issues may be complex or information may be non-routine in nature; builds relationships.
  - Develop communication strategies and have significant persuasion skills; resolve conflicts, inspire action and manage divergent audience perspectives.
  - Represent overall organization; persuade key decision makers; manage strategic communications/decisions.
  - Some experience/proficiency in word processing, spreadsheets, email platform, and social media.
- TD alumnus or willing to go through the process.
- Strong marketing skills preferred.
- Associate degree in office/administrative professional (or equivalent experience) preferred.

#### **Physical Requirements:**

The physical demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of the job. Accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in a standard office environment with extensive team member contact and frequent interruptions.
- Primary function requires sufficient physical ability and mobility to work in an office setting: to sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, twist, lift, carry, push and/or pull light to moderate amounts of weight.
- Operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard.
- Travel to other locations using various modes of private and commercial transportation.
- Strong communications skills to exchange information.

**The above statements reflect the general details necessary to describe the principal functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.**

Staff Member Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Version Control:** 1.0

**Date Modified:** February 2026