



92 Lifespring Way, St. Johns, FL. 32259
www.creeksidechristian.com

JOB DESCRIPTION: Discipleship Minister

DATE PREPARED: 01/14/2026

POSITION DESCRIPTION:

The Discipleship Minister is the builder and overseer of Creekside's discipleship groups and programs. This role provides leadership and vision for community groups, bible studies, discipleship, and pathways that move people from membership/engagement to full participation in the life and mission of the church: groups, ministry teams, leadership development.

STATUS:

Full Time

HOURS:

Full time 40–50 hours per week, Salaried

BENEFITS:

Health Insurance (1/2 premium), Vacation, SRD, PTO, and Sick Days. All full-time benefits as outlined in the Employee Handbook.

GENERAL PURPOSE OF POSITION:

This position will lead and develop the systems, teams, and leaders that help people grow in their own personal discipleship, as well as discipling others at Creekside. The Discipleship Minister will oversee community groups, leadership development, biblical mentoring, and staff partner for: Family Ministry (Kids, Students, Sports).

ORGANIZATIONAL RELATIONSHIP AND SUPERVISION:

The Discipleship Minister reports to the Executive Minister for spiritual and ministry guidance. The Lead Minister and Creekside Elders provide monthly support and encouragement. The Discipleship Minister will be responsible and subject to the Staff Handbook provided by leadership.

CRITERIA FOR SUCCESS:

The following expectations apply to all Creekside staff and are essential for a healthy team culture:

- Role competency
 - Evident character excellence
 - Chemistry with the staff
 - Obvious respect, cooperation, and submission to authority
 - Humble, Hungry, Holy, Smart
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CRITERIA FOR SUCCESS SPECIFIC TO THIS POSITION:

The following expectations apply to all full-time ministerial staff:

- Strong organizational, emotional intelligence, interpersonal, and leadership skills
 - Experience leading adults and casting vision for spiritual growth
 - Ability to build and lead staff, ministry leaders, group leaders, and volunteers
 - Mature and healthy family life
 - Strong verbal and written communication
 - Servant first and foremost
 - Compassionate, Energetic, Positive, Cheerful
 - Bachelor's Degree or higher preferred
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RESPONSIBILITIES SPECIFIC TO THIS POSITION:

- Develop and oversee a clear **discipleship pathway** that moves people from new believers/members to on mission Disciple-makers
- Provide vision, leadership, and structure for **Community Groups**, including recruitment, training, coaching, and care of group leaders
- Create systems that encourage **involvement, engagement, and ownership** in the life of the church

- Collaborate with Connections, Worship, and Communications teams to ensure seamless movement from weekend experiences into groups and discipleship environments
 - Develop volunteer and leader pipelines that identify, equip, and empower leaders for discipleship and group ministry
 - Utilize database and tracking tools to monitor group / team participation and spiritual growth
 - Help plan and execute discipleship environments, classes, and key moments that foster spiritual growth and community (on and off campus)
 - Provide care, encouragement, and ongoing development for group leaders and ministry volunteers
 - Develop internship and residency programs for leadership development
 - Staff overseer for Family Ministry team – Student Ministry and Kids
 - Available for other pastoral duties and ministry support as needed
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RESPONSIBILITIES OF THE MINISTRY STAFF LEADERSHIP TEAM:

- Function as a member of the Ministry Staff Team, offering abilities beyond department oversight if needed
- Operate under the general oversight of the Elders and direct accountability of the Lead Minister and Executive Minister
- Participate in church-wide planning, vision alignment, and ministry coordination
- Assist in hospital visitations and general pastoral care when needed
- Draw up a yearly budget in cooperation with other ministries
- Perform other duties as assigned by the Lead Minister, Elders, or Executive Minister