

Harvest Bible Chapel Palos
Palos Heights, IL 60463

To glorify God through the fulfillment of the Great Commission

Position Description

Title: Adult Discipleship Assistant
Reports to: Pastor of Adult Discipleship – Dave Gruthusen

Function: The **Adult Discipleship Assistant** will work with the Pastor of Adult Discipleship to strategically meet or exceed goals that will help us connect people through the “STEPS” leading to growing as a “3W” disciple who worships/walks/works for Christ. This person will focus most on strengthening the process of connecting disciples to small groups and ministry teams. They will conduct themselves in accordance with the mission, vision, and values of Harvest Palos, and agree to fully cooperate with the leadership.

Responsibilities:

- Help meet or exceed placement ministry goals
- Help with STEP 2 follow up and STEP 3 recruiting
- Assist with Work for Christ and small group placement
- Interact with Fellowship One lists and databases help carry out assimilation tasks
- Provide some support for classes, Biblical soul care small groups, and men’s/women’s ministry
- Ensure follow up contacts are made within 24-48 hours, or when reasonable
- Other tasks as assigned

Terms: Approximately 8 hours per week