



3 John 1:4 "I have no greater joy than to hear that my children are walking in the truth."

**TITLE:** Director of Discipleship

**UPDATED:** October 2025

**REPORTS TO:** Superintendent/Principal

**FLSA STATUS:** Exempt

**DEPARTMENT:** Administration/Faculty

**POSITION TYPE:** Full Time

## **POSITION SUMMARY**

To equip and support faculty in understanding a Reformed worldview across instruction and school culture. Effective mentor who fosters student spiritual growth through oversight of the chapel program, discipleship opportunities, and teaching Bible courses that encourage students to live out their faith authentically.

### **Faith Requirement:**

- RCS believes that Christian education is firmly rooted in God's Word and God's world. As a distinctly Christian organization, RCS maintains high spiritual and lifestyle expectations of its employees. Employees of RCS must agree with our statements of faith and uphold the mission and vision of RCS. In addition, the Director of Discipleship shall:
  - Subscribe to the three forms of unity
  - Once hired, be a member and active participant in a local reformed church

### **Educational Qualifications:**

- Required
  - Bachelor's degree with an emphasis in theology or religious studies
- Preferred:
  - Master of Divinity
  - Reformed seminary or study
- Experience may be considered in lieu of educational requirements or preferences.

### **Knowledge and Experience Qualifications:**

- Required:
  - Strong commitment to the Reformed faith
  - Passion for the educational mission of RCS
  - Active, professing membership of a church
- Preferred:
  - Experience in youth ministry, counseling, teaching, or related fields
  - Active, professing membership of a reformed church

## **Skills:**

- Written and verbal communication
- Public speaking
- Time management
- Organization and planning
- Team leadership and collaboration
- Computer fluency in Google Suite and/or MS Office

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This role has the following physical demands:

- Occasionally (up to 3 hours per day): walking between classrooms and campus areas, standing during chapel or instruction, reaching (below and above shoulder level), lifting up to 20 lbs (chapel equipment, classroom materials).
- Frequently (3–6 hours per day): speaking, hearing, listening, reading, writing, keyboarding, bending neck, turning head, interacting with students and staff, setting up classroom or chapel materials.
- Constantly (6–8+ hours per day): sitting or standing, communicating verbally and in writing, maintaining focus and attention, memory/recall, repetitive use of hands for computer or office tasks.
- Lifting: 0–20 lbs occasionally up to 2 feet high (books, AV or chapel materials).
- Carrying: 0–20 lbs occasionally up to 25 feet.

## **Work Environment**

- The work environment for Ripon Christian Schools reflects an in-person setting including classrooms, office, and the PAC for chapel. Work is performed primarily in a school setting, including classrooms, offices, and the chapel.
- The candidate must be able to transition smoothly between structured teaching environments and informal mentoring or counseling settings.
- Occasional evening or weekend hours may be required for school events, worship services, retreats, or parent meetings.
- The work environment reflects a faith-based community focused on spiritual formation, requiring sensitivity, confidentiality, and professionalism in all interactions.

## **Duties and Responsibilities:**

1. Staff Training:
  - Lead faculty in ongoing discipleship
  - Lead a “Foundations” or “Faithful Formation” class designed to educate teachers new to the Reformed faith.
  - Encouraging and equipping teachers to integrate a distinctly Reformed perspective into their instruction.
2. Oversee Chapel Ministries
  - Plan and lead regular chapel services that engage students in worship.

- Collaborate with faculty and students to create meaningful worship experiences.
- Develop themes that connect chapel content with students' spiritual lives.
- 3. Teach Bible Classes
  - Teach required Bible courses as assigned.
  - Possibly design and teach elective courses exploring such topics as the Individual books of the Bible, Christian doctrine, Paul's missionary journeys, and practical applications of faith.
  - Encourage critical thinking and discussion about faith in contemporary contexts.
- 4. Student Discipleship
  - Build and nurture Christ-centered relationships with students through mentorship, discipleship, and spiritual guidance.
  - Utilize student interaction opportunities to help build a school culture that reflects the core values of Ripon Christian.
- 5. Other duties as assigned.

**Conclusion:** The addition of a Director of Discipleship is a significant investment by Ripon Christian Schools in the spiritual formation of our students. By investing in this role, we will actively seek to shape the culture that our students participate in while on our campus, with the intent to influence their lives both in the classroom and out to reflect Christ in every interaction and prepare them for a life of service in His Kingdom.