



## **Open Position: Church Relations- Forward Movement Discipleship Initiatives**

Reports to: Chief of Discipleship Initiatives

Forward Movement seeks a highly collaborative, relational, and mission-focused church relations coordinator to support the new discipleship initiative funded by the J. C. Flowers Foundation, as well as the related ministry of RenewalWorks. This role will act as a primary connector between Forward Movement's existing and emerging discipleship resources and the wider Episcopal Church—helping congregations, bishops, and dioceses access, understand, and implement tools for deepening spiritual growth and congregational vitality.

The coordinator will also serve as a member of the discipleship content development team, helping assess needs, shape new offerings, and create high-quality resources for churches of all sizes and contexts.

This position is ideal for a gifted communicator with experience in the Episcopal Church, a passion for discipleship and spiritual growth, and the organizational skills to manage multiple relationships and projects simultaneously.

### **Key Responsibilities**

#### **1. Church, Bishop, and Diocese Engagement (Primary Responsibility)**

- Serve as the main point of contact for congregations, dioceses, and bishops interested in the J. C. Flowers Foundation-funded discipleship initiatives, RenewalWorks, or related programs.
- Support dioceses in understanding available discipleship resources and help them design engagement plans tailored to their context.
- Respond promptly to inquiries, maintain ongoing relationships, and ensure leaders feel supported and equipped.
- Represent Forward Movement at denominational events, online forums, and training gatherings as needed.

#### **2. Program Coordination & Administration**

- Track engagement, timelines, and progress for participating churches and dioceses.
- Coordinate scheduling, communication, and logistics for webinars, trainings, consultations, and cohort groups.

- Maintain accurate databases and documentation for both discipleship initiative activities and RenewalWorks.
- Support congregations through onboarding, implementation, and follow-up of discipleship initiatives and RenewalWorks as appropriate.
- Assist with compiling reports for internal stakeholders and for the J. C. Flowers Foundation.

### **3. Resource Development & Content Team Collaboration**

- Participate actively in the discipleship content generation team.
- Help assess emerging needs among congregations by gathering feedback and identifying patterns or gaps.
- Contribute ideas and support in developing new curricula, tools, and digital or print resources.
- Draft or assist with articles, guides, presentations, and other discipleship-focused materials.
- Collaborate closely with writers, designers, editors, program staff, and subject-matter specialists.

### **4. Communications & Outreach**

- Assist in developing and delivering clear, inviting communication about discipleship initiatives and RenewalWorks.
- Support marketing campaigns, newsletters, webinars, and social media messaging as needed.
- Celebrate and share success stories from participating in congregations and dioceses to inspire broader engagement.

### **Qualifications Required**

- Demonstrated commitment to Christian discipleship, spiritual growth, and congregational vitality.
- Familiarity with the Episcopal Church, ideally through active participation or professional experience.
- Strong relationship-building skills with clergy, lay leaders, and organizational partners.
- Excellent written and verbal communication skills.
- Ability to manage multiple projects, track details, and meet deadlines.
- Comfort with digital tools (Zoom, CRM platforms, project management software, etc.).
- Ability to work both independently and collaboratively as part of a dispersed team.

### **Preferred**

- Experience in churchwide ministry, diocesan leadership, congregational development, Christian formation, or consulting.

- Prior involvement with discipleship programs, RenewalWorks, or congregational vitality initiatives.
- Skills in curriculum development, writing, or digital resource creation.
- Experience facilitating groups or leading training sessions.

### **Personal Characteristics**

- Warm, approachable, and highly relational.
- Spiritually grounded and able to engage across a diversity of theological perspectives.
- Creative and curious, with enthusiasm for developing new ideas and improving existing processes.
- Organized, dependable, and proactive in communication.
- Comfortable with change, innovation, and a rapidly evolving ministry environment

This is a full-time position. Work based in our Cincinnati office is preferred, but we will consider ideal candidates to work remotely. Some travel will be required.

Inspiring disciples and empowering evangelists worldwide every day since 1935, Forward Movement produces excellent, innovative resources to encourage spiritual growth in individuals and congregations. Our flagship offering is *Forward Day by Day*, a quarterly devotional with a circulation of 300,000. Forward Movement is a non-profit ministry of The Episcopal Church and is headquartered in Cincinnati, Ohio.

In its hiring and employment practices, Forward Movement does not discriminate based on race, color, ethnic origin, national origin, marital status, sex, sexual orientation, gender identity and expression, disabilities, or age.

*A strong candidate for this position has been identified, but all applications will be considered.*

Salary will be commensurate with experience. Forward Movement offers a full package of benefits.

Email resume and cover letter by December 31, 2025 to Robert Hendrickson at [rhendrickson@forwardmovement.org](mailto:rhendrickson@forwardmovement.org) and Tania Jones at [tjones@forwardmovement.org](mailto:tjones@forwardmovement.org)

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