



August 8, 2025

DISCIPLES CHURCH EXTENSION FUND invites you to collaborate with us as we help congregations discover new ways to impact their communities. Many churches today wonder what's next in their call to be God's agents of change. To support them, DCEF offers a process of guided spiritual conversations with clergy, leaders, and members that results in a *Future Story* — a clear, actionable road map for sustainability and relevance. Since 2006, nearly 1,000 congregations, including hundreds of DOC churches and those of seven ecumenical partners, have embraced a new future through this work.

We are seeking experienced clergy and lay leaders to join us as contract Assessors and Facilitator-Coaches.

- **Assessors:** available for overnight travel on weekdays or weekends to visit with congregations to gather data, view facilities and facilitate an Appreciative Inquiry session with church members. The onsite work will culminate in a 50-60 page assessment report to the congregation.
- **Facilitator-Coaches:** available on weekends with overnight travel to train local church leaders to facilitate small group conversations with church members and to coach leadership teams as they begin the implementation of their Future Story.

Below you'll find the desired gifts, qualifications, and details for each role. We invite you to prayerfully consider serving churches beyond your own through this proven, life-giving process that has brought sustainability to many congregations across the US and Canada. These are flexible contract roles — you may serve once or up to five times per year, and you are free to accept or decline any assignment. We ask only that you commit to at least one service each year.

Training will take place in Indianapolis on October 8-11 (All checking in on 7th. Assessors will check-out and finish training at noon on Oct. 10 and Facilitators at noon on Oct. 11).

Travel costs will be reimbursed upon successful completion of the training. "Successful completion" is defined as actively participating in the on-site, experiential training. Training and hotel costs will be directly paid for by Disciples Church Extension Fund. No compensation is provided to trainees for training sessions. *Trainees must bring reliable laptops to the training.*

Please see the attached "job" descriptions for our Assessors and Coach/Facilitators below.

Submit the CV or resume of contractor candidate to DCEF's Operations Manager, Michelle DeFields-Gambrel, at mdefields@disciplescef.org no later than August 29, 2025.

1099 North Meridian Street, Suite 700, Indianapolis, Indiana 46204

Mail to: P.O. Box 7030, Indianapolis, Indiana 46207

800.274.1883 • en español: 866.534.1949 • Fax: 317.635.6534

E-mail: info@disciplescef.org • Web site: www.disciplescef.org



Contract Assessor Recruitment Criteria

CONTRACTOR CRITERIA

Disciples Church Extension Fund seeks Contract Assessors for their Transformational Services.

ASSESSOR OBJECTIVES

- Name conditions of the church, community, and facilities in a written report, using a template.
- Present ministry opportunities in the form of Future Stories to be used as examples for the congregation to develop their next expression of ministry.

QUALITIES OF AN ASSESSOR

- A deep sense of call to helping churches discern new places of ministry and vitality
- Good observation skills
- Good listening skills
- Clear, concise writing skills
- Creative writing skills (for Future Stories)
- Able to evaluate buildings and HVAC systems
- Interpret demographic reports
- Analyze implications of church financial records
- Understand church growth and property development options (to form Future Story options)
- Good facilitation skills (for Appreciative Inquiry)
- Able to discern information and implications of information
- Strong Computer Skills (writing reports, entering data and demographic info, using demographic program)

ASSESSOR TASKS

Pre-Visit

- Review church finances, membership records, and community demographics

Church Site Visit (Onsite or Virtual):

- Walk facility interior and exterior noting current usage and deferred maintenance.
- Meet with church finance officers to review finances in-depth.
- Driving windshield tour of the neighborhood around the church, with someone from the community.
- Meet with clergy and primary lay leader.
- Lead Appreciative Inquiry session with members.

Post-Visit:

- Write Assessment Report using provided template, using language of the denomination.
 - Include the financial analysis and data accumulated through the site visit.

- Craft three options of Future Stories for the congregation.
- Report due to DCEF within 3 weeks of visit, within DCEF standards; reviewed by church leader and submitted to DCEF for distribution.

AVAILABILITY REQUIREMENT WHEN FACILITATING

- Most Assessments are conducted in ~6 hours from 3-9 pm, with 1 overnight; return travel next day.
- The written report is due to DCEF within 3 weeks.

ASSESSOR COMPENSATION

\$800 per Assessment and written report (not including Future Stories)

Plus \$150 for three Future Stories

Travel and related expenses are reimbursed upon submission of receipts.

Fee payment is reduced if reports are late without approval from DCEF.

TRAINING OF ASSESSORS: October 8-10, 2025 (arrive evening of Oct. 7 and leave after noon on Oct. 10)

Travel and training are provided at the cost of Disciples Church Extension Fund. No compensation is provided to trainees for training sessions.

Submit the CV or resume of contractor candidate to DCEF's Operations Manager, Michelle DeFields-Gambrel, at mdefields@disciplescef.org no later than August 29, 2025.



Contract Facilitator/Coach Recruitment Criteria

FACILITATOR/COACH CRITERIA

Disciples Church Extension Fund seeks Facilitator-Coaches for their Transformational Services. The Facilitating and Coaching skills are distinct; candidates should be experienced and qualified to perform in both roles.

FACILITATOR OBJECTIVES

Train leaders to be able to:

- Facilitate productive conversations amongst congregation members.
- Introduce change dynamics and cultural shift.
- Create a safe space for exploration of new ideas and sharing of alternative views
- Bring group to awareness of their future options and coach them into their decision-making and implementation process (Facilitator does *not* recommend a solution).
- Submit report after each facilitated event.

COACH OBJECTIVES

- Keeps pastor/leader accountable to the implementation timeline.
- Asks questions to support movement from idea to action.
- Hold pastor/leader accountable for follow-through.
- Coaches pastor/leader to think clearly about next steps for implementing desired outcome.
- Coaches Pastor/Leader to create a team tasked with the implementation process.
- Submits coaching report after each coaching session.

QUALITIES OF AN FACILITATOR/COACH

- A deep sense of call to helping churches discern new places of ministry and vitality
- Good facilitation skills
 - Manage discord; remain a non-anxious presence
 - Good sense of humor
 - Guides the learning process of the group.
- Good observation skills
- Good discernment skills
- Good listening skills - asking questions vs. offering answers
- Good time management skills
- Ability to encourage congregation's missional passion
- Resourcefulness and creativity—able to think on their feet.

- Unbiased perspective. Opinions and solutions are those of the participants, not the Facilitator.
- Understanding of church growth, decline, development
- Create a culture of accountability in Pastor/Leader relationship
- Committed to record keeping and meeting schedule for interactions and reports.
- Process-oriented
- Capacity to be an “encourager”
- Flexible and willing to address immediate issues.

AVAILABILITY REQUIREMENT WHEN FACILITATING

Facilitation requires travel to conduct meetings, held on weekends.

FACILITATION TIME COMMITMENT:

- **NEW BEGINNINGS:** ~9 onsite presentation hours
Travel Friday, conduct session 7-9 pm,
1 overnight
Conduct session Saturday 9 am-4 pm, return travel Saturday evening
- **EPIPHANY:** ~9 hours onsite presentation hours X2 (two visits)
Travel Friday, conduct session 6-9 pm
1 overnight (usually) X2
Conduct session Saturday 9 am-4 pm; return travel Saturday evening
(2 weekend sessions, usually scheduled ~ 1 month apart)

AVAILABILITY REQUIREMENT WHEN COACHING

- Requires no travel, usually delivered monthly by Zoom
- Requires high-speed internet capacity and video camera/audio
- Coaching schedule set by Coach and Pastor/Leader

FACILITATOR/COACH COMPENSATION

New Beginnings = \$900 for Leadership Training, \$400 for Coaching 6 sessions (total = \$1300)

Epiphany = \$1000 per retreat (X2), \$800 for Coaching virtual 12 sessions (total = \$2800)

Travel and related expenses are reimbursed upon submission of receipts.
Fee payment is reduced if reports are late.

TRAINING OF FACILITATORS: October 8-11 (Check-in evening of Oct. 7, leave after noon on 11th)

Travel and training are provided at the cost of Disciples Church Extension Fund. No compensation is provided to trainees for training sessions.

Submit the CV or resume of contractor candidate to DCEF’s Operations Manager, Michelle DeFields-Gambrel, at mdefields@disciplescef.org no later than August 29, 2025.