



March 12, 2024

DISCIPLES CHURCH EXTENSION FUND invites you to be our collaborator in our work with congregations seeking to discern new expressions of ministry to impact their communities. As many congregations struggle with the question of what is next in their call to be agents of change in their communities, DCEF has developed a process of informed spiritual conversations that engages clergy, church leaders, and members in facilitated conversations that result in the creation of a Future Story, which is a road map for churches seeking to experience sustainability and relevance in their communities. Since 2006, hundreds of DOC congregations, as well as congregations in seven of our ecumenical partners (almost 1,000 congregations in total), have claimed a new future that arises from a clear sense of purpose and ministry. As the demand for this service increases, we are seeking clergy and lay leaders with extension church experience to join our group of contract assessors and contract coach/facilitators to serve our congregations in this endeavor.

We seek contract assessors who can be available on weekdays for overnight travel to visit with congregations to gather data, view facilities and facilitate an Appreciative Inquiry session with church members. We also seek contract coach/facilitators 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, we share the profile of gifts and qualifications for each position as well as other information relevant to each position. We invite you to prayerfully consider the possibility of serving congregations beyond your own in these processes that have proven to bring life and sustainability to many congregations across the US and Canada. Please note that these are contract positions, and you may be asked to do only one service per year or up to five. Our contractors are free to accept or reject any proposed services, but we do ask that you commit to at least one per year.

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

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](mailto:mdefields@disciplescef.org) no later than April 30, 2024.**

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# 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 Hope 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.

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#### 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 within 3 weeks.

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#### 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.

**TRAINING OF ASSESSORS:** Date and Place TBD

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# Contract Facilitator/Coach Recruitment Criteria

## FACILITATOR/COACH CRITERIA

Disciples Church Extension Fund seeks Facilitators and Coaches for their Hope 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 “encourager”
- Flexible and willing to address immediate issues.

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#### 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)  
Conduct session Saturday 9 am-4 pm; return travel Saturday evening  
2x (2 weekend sessions, usually scheduled ~ 1 month apart)

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#### AVAILABILITY REQUIREMENT WHEN COACHING

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

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#### FACILITATOR/COACH COMPENSATION

**New Beginnings = \$900 for Leadership Training, \$200 for Coaching 3 sessions**

**Epiphany = \$1000 per retreat (X2), \$800 for Coaching virtual 6 sessions**

Travel and related expenses are reimbursed upon submission of receipts.

Fee payment is reduced if reports are late.

#### TRAINING OF FACILITATORS: Date and Place TBD

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