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## DIRECTOR OF MINISTRIES

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REPORTS TO: Chief Executive Officer

STATUS: Exempt, Full-Time

SUMMARY: To assist the Senior Pastor in managing and growing the ministry

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### **REQUIREMENTS:**

*(The following requirements are mandatory to uphold the integrity of this religious organization.)*

- Your public and private life must be in line with the Word of God (according to the Holy Bible).
- You must be a tither.
- You must be in submission to spiritual authority and the vision of MFM.
- You must be trustworthy and able to maintain confidentiality of private and/or sensitive information.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Core duties and responsibilities include, but are not limited to:

- Build up and strengthen all MFM ministries. This duty requires a review of the ministry as a whole and an examination of each ministry individually to assess functionality and effectiveness
- Oversee, manage, train, and mentor the in-house ministers, elders, and volunteers
- Schedule ministers' speaking assignments
- Oversee all sacerdotal duties
- Facilitate leadership conferences and ministry meetings
- Plan and hold ministry training sessions
- Create content and material for classes (ministry handbooks, baptism brochures, MIT & DIT pamphlets, etc....)
- Prepare reports on ministry activity, vision, and forecasting
- Recruit volunteers, ministers, and elders
- Meet with ministry directors regularly to discuss their respective ministries. These meetings should cover any issues in the ministries, volunteerism levels, the needs of the ministries, recruitment efforts, and the status of upcoming events
- Prepare and manage ministry budgets

- Perform sacerdotal duties, including but not limited to, funerals, weddings, baby and home blessings, communion, and spiritual guidance
- Attend ministry meetings and classes
- Attend ministry events
- Attend staff meetings
- Preach in the Senior Pastor's absence when requested
- Assist with spiritual guidance/walk-ins as needed
- Assist with foreign missions and World Vision
- Assist the Benevolence Team when needed
- Assist with congregational concerns as needed
- Work with the Executive Administrator to coordinate ministry events and activities.
- Work with the Chief Operations Officer on sensitive matters
- Forecast, research, plan, and develop

**COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical – Capacity to synthesize complex or diverse information, collect and research data, use intuition and experience to complement data, and design workflows and procedures
- Design – Ability to generate creative solutions and translate concepts and information into workable solutions
- Problem Solving – Proficient at gathering and analyzing information, timely identifying and resolving problems, developing alternative solutions, and working well in group settings.
- Technical Skills – Desire and skill to pursue training and development opportunities and to continuously increase knowledge and skills and share the expertise with others
- Customer Service – Ability to handle difficult or emotional situations in a professional and effective manner, to timely meet commitments, to promptly respond to needs, and to solicit feedback to improve services
- Working Relationships – Develop and maintain courteous and effective working relationships with members, volunteers, staff, and representatives of external organizations
- Business Acumen - Display significant knowledge of the church environment and expertise in growing a ministry and analyzing conditions, and creating strategies and platforms to meet the needs and changes
- Cost Consciousness - Work within an approved budget and help develop and implement cost-saving measures
- Safety and Security – Understand the importance of ensuring that property, events, and people are safe by performing due diligence, immediately addressing unsafe interactions/conditions, and reporting potentially unsafe conditions to management

**EDUCATION AND/OR EXPERIENCE:**

- Knowledgeable of Apostolic doctrine
- Minimum of a bachelor's degree
- Ministers License

- Six years of leadership experience in a church environment
- Leadership Training and Development
- Project Management

**LANGUAGE SKILLS:**

Ability to read and interpret documents; write complicated reports and correspondence; and motivate, encourage, and effectively admonish people

**COMPUTER SKILLS:**

To perform this job successfully, an individual should have general computer skills and the ability to use word processing software

**OTHER KEY QUALIFICATIONS:**

- High level of professionalism with the ability to handle confidential and sensitive information with discretion
- Ability to effectively manage multiple groups
- Excellent interpersonal skills
- Strong verbal and written communication skills

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to sit, use his/her hands, talk, hear, and type. The employee is also required to stand and walk. The employee must occasionally lift and/or move up to 15 pounds.

Note: The statements herein are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills.