



Believers Temple Word Fellowship Church Position Description

Division	Ministry of Helps
Position Title	Director/Assistant, Armour Bearer Ministry (Volunteer Position)

Position Summary

Under the general direction of the Ministry of Helps Administrator and Assistant Administrator, the Director is responsible for partnering with the assigned MOH facilitator to ensure that the ministry operates efficiently and effectively; and promotes the overall vision, mission and values of Believers Temple Word Fellowship Church. The Armour Bearer Ministry is responsible for the immediate safety and well being of the senior pastor and any other stage/pulpit guest. This position is responsible for working closely alongside the senior pastor to attend to his practical and ministerial needs prior to his arrival to all services, during all services, and after all services.

Essential Duties and Responsibilities

1. Ability and willingness to arrive 30 minutes prior to the senior pastor's arrival to all services and programs to ensure his safe and uninterrupted arrival to his office or quiet room prior to service.
2. Maintain keen awareness of senior pastor's surroundings and all persons that correspond or attempt to correspond with the senior pastor.
3. Performs other duties as designated by the senior pastor and or his designee.
4. Performs other ministry duties as assigned.

Knowledge, Skills and Abilities

- Ability to effectively communicate both verbally and in writing
- Sound judgment and the ability to manage confidentiality
- Dependability/accessibility
- Critical thinking and problem solving skills
- Customer service focus
- Working knowledge of and access to the internet and email

