



## **Believers Temple Word Fellowship Church Position Description**

<b>Division</b>	Ministry of Helps
<b>Position Title</b>	<b>Director/Assistant, Congregational Care (Volunteer Position)</b>

### **Position Summary**

Under the general direction of the MOH Administrator, and the Assistant MOH Administrator, the Director of Counseling Ministry is responsible for providing general oversight of all ministry counseling initiatives undertaken at Believers Temple Word Fellowship Church. This position is responsible for providing a variety of services similar to counseling; designed to address the varied needs of the churches congregants; and will either develop or identify the appropriate ministry tools and/or resources needed to address the social, emotional and behavioral needs of the congregation. This position will also oversee a volunteer staff and provide general oversight and program direction for all staff and shepherding ministry programs.

### **Essential Duties and Responsibilities**

1. Establish departmental goals and objectives by prioritizing related programs and evaluating progress on an ongoing basis.
2. Provide or Facilitate continuing education to staff
3. Provide or oversee supervision of staff
4. Develop and implement programs to address shepherding needs of the congregation
5. Performs other duties as assigned to assist in successfully implementing the work of ministry.

### **Knowledge, Skills and Abilities**

- Integrity, Character, Sound judgment and the ability to manage confidentiality
- State/Board Credentials, such as counseling license or it's equivalent
- Ability to serve as part of a team, and learn new skills
- Dependability/accessibility
- Experience managing staff/resources
- Excellent administrative skills
- Critical thinking and problem solving skills

- Ability to multi-task, managing several complex projects at once
- Customer service focus
- Working knowledge of Microsoft Word, Excel, internet applications, and email application.
- Excellent communication and organizational skills