



Believers Temple Word Fellowship Church Position Description

Division	Ministry of Helps
Position Title	Director/Assistant, Decoration & Design (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 Director will work closely with the MOH Facilitator to develop and facilitate training for ministry workers; develop an evaluation process to determine ministry performance outcomes, and will work closely with ministry staff members to ensure that the ministry's work is beneficial to the Kingdom, the church and the members at large.

Essential Duties and Responsibilities

1. Facilitate meetings on a regularly scheduled basis and as necessary; working closely with the MOH Facilitator and Administrators.
2. Coordinate with the Church staff on decoration of the BTWF facilities.
3. Develop an inventory of available decoration resources within the church.
4. Provide church ministries and staff with assistance in planning the décor at events hosted by the church.
5. Demonstrate ability to work successfully and communicate effectively in a ministry setting.

Knowledge, Skills and Abilities

- Ability to serve as a team leader and as a team member.
- Excellent knowledge of interior decorating designing
- Exhaustive knowledge of space planning, décor, color, lighting and costs
- Knowledge of pricing and suppliers
- Ability to multi-task, managing several projects at once
- Ability to train new ministry workers
- Excellent communication and organization skills
- Experience managing staff/resources

- Dependability/accessibility
- Customer service focus
- Critical thinking and problem solving skills

Please Contact:

Elder James Paine

Ministry of Helps Administrator

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For additional information