



Believers Temple Word Fellowship Church Position Description

Division Ministry of Helps

Position Title **Director/Assistant, Health Ministry (Volunteer Position)**

Position Summary

Under the general direction of the Ministry of Helps (MOH) Administrator and Assistant Administrator, the Director is responsible for partnering with the assigned facilitator to ensure the ministry operates efficiently and effectively; promoting the overall vision and mission of the Believers Temple Word Fellowship Church. The Director will closely collaborate with the Facilitator to develop training for ministry workers, an evaluation process for ministry performance outcomes, and work closely with ministry members to assure that the ministry's work is beneficial to God, the church and the members at large.

Essential Duties and Responsibilities

1. Facilitate meetings on a regularly schedule basis and as necessary; working closely with the MOH Facilitator and Administrators.
2. Promote health related activities in the Church.
3. Assess the health of the Church and develop strategies and programs based on the needs.
4. Demonstrate the skill and ability required to communicate effectively in a ministry setting.
5. Collaborate with Church security personnel.
6. Follow all safety and security policies and procedures; report and assist with accidents, injuries, emergencies, and report unsafe conditions.

Knowledge, Skills and Abilities

- Ability to serve as a team leader and as a team member.
- Possess a valid nursing certificate or license, where appropriate.
- Sound judgment and the ability to manage confidentiality
- 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