



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

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

### **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.
2. Provide guidance and direction to present and aspiring member business owners.
3. Promote an atmosphere of cooperation and support among the member business owners.
4. Assess and address the needs of member business owners.
5. Demonstrate ability to work successfully and communicate effectively in a ministry setting.
6. Provide training and information sessions to the member business owners.

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

- Ability to serve as a team leader and member and learn new skills.
- Excellent knowledge of all aspects of business ownership
- Exhaustive knowledge of programs that assist business owners with startup and maintenance.
- 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
- Working of computer applications, the internet and email