



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

**Division** Ministry of Helps

**Position Title** **Director/Assistant, Marriage Enrichment 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 Director of Marriage Enrichment is responsible for providing leadership oversight and overall program direction for all ministry activities and service initiatives related to the spiritual growth and spiritual development of married couples within this local church. Additionally this position will be responsible for preparing and facilitating (at minimum) a monthly marriage teaching/training program with designed to edify, encourage and inform married couples of how to achieve and maintain a healthy marriage. This position may also partner with other ministry of helps units in developing and presenting additional programs and services.

### **Essential Duties and Responsibilities**

1. Prepare and present biblically based teaching materials on marital related subjects.
2. Identify and facilitate social activities for married and engaged couples to enjoy in a spirit of Christian fellowship.
3. Develop annual calendar of ministry programs and activities that support the achievement of the ministry's goals and objectives.
4. Performs other ministry duties as assigned.

### **Knowledge, Skills, Abilities, Absolutes**

- Must be married and spouse must attend BTWF
- Ability to effectively communicate both verbally and in writing

- Ability to clearly and effectively share the importance of having a saving hope in Jesus Christ
- Ability to facilitate class discussion's
- Sound judgment and the ability to manage confidentiality
- Dependability/accessibility
- Critical thinking and problem solving skills
- Ability to multi-task, managing several complex projects at once
- Customer service focus
- Working knowledge of and access to the internet and email
- Excellent organizational skills