



Believers Temple Word Fellowship Church Position Description

Division Ministry of Helps

Position Title **Director/Assistant, Membership Matrix (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. The Director will lead the charge in welcoming new members to the church and will ensure they are both communicated & ministered to effectively throughout their on-boarding process. Additionally the director will ensure that current member needs are effectively managed as well.

Essential Duties and Responsibilities

1. Facilitate meetings on a regularly scheduled basis and as necessary, working closely with the MOH Facilitator and Administrators.
2. Provide leadership to and coordinate the activities of sub-ministries to ensure the continuity of service engagement through the ministry.
3. Develop a plan to ensure continuous process improvement.
4. Assess and address the needs of new members that will enhance their spiritual maturity.
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 member and learn new skills.
- 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