



Believers Temple Word Fellowship Church Position Description

Division	Ministry of Helps
Position Title	Director/Assistant, Power of Twelve - Small Groups (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 Power of Twelve Small Groups Ministry Director is responsible for leading the small group educational programming at Believers Temple Word Fellowship Church. This position is responsible for preparing instructional materials and ensuring that small group teachers are trained, and equipped with the appropriate tools and resources required to facilitate the small group learning environments that reflect kingdom excellence. This position will prepare and distribute a quarterly evaluation metric to class participants, to receive feedback on class/lesson relevance; and to field new ideas for potential class subjects. This position will also be responsible for the growth and proficiency development of small group classroom instructors.

Essential Duties and Responsibilities

1. Develop, plan, coordinate and oversee small group educational program offerings.
2. Develop and implement a measurement tool to gather feedback on the proficiency of class instructors, as well as the relevance class content.
3. Prepare and submit a weekly reporting of all ministry related activities i.e. new/potential instructors, upcoming class content, student/instructor feedback, etc.
4. Coordinate the recruitment, training and support of teachers and ministry volunteers.
5. Prepare and administer small groups educational program budget/calendar activities.
6. Serve as a resource and ministry service partner for other ministries within the church.

7. Performs other ministry duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of curriculum development and implementation
- Critical thinking and problem solving skills
- Ability to develop and measure learning outcomes
- Ability to multi-task, managing several complex projects at once
- Sound judgment and the ability to manage confidentiality
- Ability to serve as part of a team, and learn new skills
- Dependability/accessibility
- Experience managing staff/resources
- Excellent administrative skills
- Customer service focus
- Working knowledge of Microsoft Word, Excel, PowerPoint , Outlook and Internet Explorer
- Excellent communication and organizational skills