



Believers Temple Word Fellowship Church Position Description

Division Ministry of Helps

Position Title **Director/Assistant, Singles 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 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, serving as a liaison to the MOH Facilitator and Administrators.
2. Promote spiritual growth and development among the single members of BTWF.
3. Facilitate quarterly social/educational/developmental activities.
4. Provide programs that address the educational, emotional, relational and spiritual needs of singles.
5. Actively seek to engage the single members of BTWF to participate through advertising planned activities.
6. Provide a safe place for adults looking to find fellowship, mutual support, and a sense of community.

Knowledge, Skills and Abilities

- Ability to serve as both a team leader and a team member.
- Ability to train new ministry workers
- Excellent communication and organization skills
- Experience managing staff/resources
- Ability to be creative and original
- Ability to multi-task, managing several projects at once

- Customer service focus
- Sound judgment and the ability to manage confidentiality
- Dependability/accessibility