

Trinity Christian Reformed Church

Director of Ministry

POSITION TITLE: Director of Ministry

SUPERVISED BY: Executive Team

POSITION SUMMARY:

The Director of Ministry is a full-time position serving in a team ministry along side the Shepherding Pastor and Worship Pastor. This position will provide leadership to the ministry teams as well as administration and supervision of the church office and non-ordained staff.

JOB QUALIFICATIONS:

Four year degree preferred. Must have demonstrated leadership and administrative skills. A belief in God's Word and the doctrines of the Reformed Faith. Must possess strong communication and interpersonal skills and work well in a team environment. Willing to become a willing participant in the life and ministry of Trinity and community.

SUPERVISORY RESPONSIBILITIES:

Directly supervises the church staff and the Financial Recorder position. Responsibilities include training and development, planning, assigning, and directing work; hiring, appraising performance, and making salary recommendations. Carries out these responsibilities in accordance with church policies and applicable laws. Provides oversight and leadership to all ministry team chairs including the Youth Coordinator position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Provides leadership, direction, and training for the ministry teams and the Volunteer Youth Coordinator. Ensures ministry team mandates are being carried out.
2. Actively engages and provides visible leadership by participating in: educational and outreach ministries, LIFE groups, and fellowship activities of Trinity.
3. Administers and maintains all church policies and ensures the faithful use of the church facility. Writes policies as necessary.
4. Encourages and provides opportunities for the members of the congregation to discover and use their spiritual gifts in Kingdom service.
5. Facilitates and coordinates meetings among the various teams, Pastors, and staff.
6. Provides a monthly summary of work accomplished as well as future plans and objectives to the Executive Team and Church Council.
7. Works closely with the President of the Deacons in the preparation and managing of the church budget.
8. Performs other duties as requested.

Written by: MB

Date Written: April 30, 2010

Approved: May 3, 2010

Revised: