

NEW SALEM BAPTIST CHURCH

Position Description

JOB TITLE:	DIRECTOR OF MINISTRY
JOB CLASSIFICATION:	SALARIED, EXEMPT POSITION
SUPERVISOR:	CHIEF OPERATING OFFICER
HOURS: WEEKENDS)	FULL-TIME (INVOLVES SOME EVENING AND

SUMMARY OF POSITION:

Provide oversight to church ministries while maintaining quality systems that encourage personal spiritual growth and development. To recruit and place appropriate members to meet the changing needs of the congregation. Assist New Salem members in the discovery of their spiritual gifts, placing them in ministry and equipping them for servant leadership.

QUALIFICATIONS:

1. Skilled human relations professional; trained in ministry; effective with a diverse population; with excellent organizational and managerial skills.
2. A developer and trainer of people who can encourage and grow others to know God and serve God. A leader of leaders who can identify and include people in ministry teams, equip and train them, and release them into areas of service.
3. Good written and oral communication and computer skills.
4. Decision-making skills and the ability to manage multiple priorities.
5. Effective project management and leadership experience.
6. Ability to work in team environment and encourage ministries to teams.
7. Bachelor's degree required – Master's degree preferred or equivalent work-life experience.
8. Must be a Born-Again Christian and member of New Salem Baptist Church.

ESSENTIAL JOB FUNCTIONS:

1. Coordinate New Salem trainings and leadership development amongst ministries
2. Build and execute a quarterly recognition program
3. Design, evaluation and monitor all ministries of the church in conjunction with Pastor and leadership.
4. Teach Connect Class (Ministry) and work in conjunction with the Director of Maturity and the Director of Membership to assure that individuals are connected to ministry.
5. Oversee the process of spiritual gifts inventories and designing systems to maximize the potential of each member.
6. Developing a process to identify the S.H.A.P.E. (Spiritual Gifts, Heart, Abilities, Personality, and Experiences) of each member and provide a context for engaging individuals in ministry (assisting with identification, recruitment, placement, retention, and evaluation).
7. Develop a system to manage volunteer opportunities for members both within and without the church.

- a. Provide technical assistance to various departments of the church for developing new ministries; evaluating existing ministries; and researching best practices.
1. Support the mission and vision of the New Salem Baptist Church (tithe at least 10% of income, active involvement in ministry and on-going Christian Education – Sunday School, C.A.R.E. Group, and SALT).
2. Perform other duties as assigned.
3. Budget and financial management of Department of Ministry and projects as appropriate.
4. Implement programs that address Ministry Goals 1, 2, and 3 (Planning and Oversight, Individual participation, and Ministry-based policies).

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to stand and/or walk as well as talk, see and hear. The employee is frequently required to stand, walk, and sit for extended periods of time and have sufficient hand, arm and finger dexterity to operate a computer keyboard or other office equipment. The employee must be able to lift and/or move up to 50 pounds. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

The job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the employee might differ from those outlined in their job description as other duties as assigned by their department supervisor/manager, might be part of the job.