

Village Chapel Church

Position Description

Position Title: Director of SERVE

Reporting Relationships:

- **Primary:** Executive Minister

Pay Status: Hourly

Employment Status: Part-time

Average Work Schedule: 15 hours/week

<u>Main Objective</u>	To lead Village Chapel in developing servants and overseeing SERVE ministries in order to raise up disciples (fully-devoted followers) for Jesus Christ.
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Key Result Area 1

Develop Servants

Leads people in discovering their God-given shape and helps them plug into a ministry by:

- Creating an environment and system that is conducive for plugging new people into ministry.
- Recruiting, training and empowering servant team members.
- Championing the leadership development strategy for servants.
- Providing centralized efforts for training leaders (retreats, tools, etc.)
- Communicating clear vision and wins for servant teams on a regular basis.
- Producing videos, printed promotions, verbal announcements, web page information, etc. about serving.
- Building systems and structures that lead people from being spectators to servants.

Key Result Area 2

Oversee SERVE Ministries

Interact with SERVE Ministries in a proactive way to address any barriers or roadblocks that might prevent leaders/teams from moving toward our vision and address issues/complaints as they arise.

- Be the staff Liaison for all SERVE Ministries.
- Maintain appropriate contact with leaders/teams as they implement Ministry Action Plans to address issues before they arise.
- Help Leaders develop additional servants and future leaders.
- Establish follow-up protocol to measure the effectiveness of ministries and to provide constructive input for future ministry planning.
- Attend to the administrative responsibilities required to support the systems listed above and arrange for clear, repetitive communication throughout the church.

Key Result Area 3

Administration and
Public Relations

Attend to the administrative responsibilities required to support the systems listed above and arrange for clear, repetitive communication throughout the church.

- Provide monthly reports to the Executive Pastor and meet at least monthly with the Executive Pastor for goal setting, reporting, evaluation, problem solving, and prayer support.
- Work with the Executive Minister to maintain a current Position Description and Action Plan.
- Interpret and communicate the vision of Village Chapel.
- Compile the budget requests to fund the vision of these areas and administer the budget throughout the year.
- Exemplify servant leadership by actively participating in the staff leadership team.
- Attend and participate in a Life Group and at least one worship service each week. Attendance at Saturday worship will be a scheduled rotation with other ministry staff. Sunday morning is a required work schedule.
- Participate in a peer group with for encouragement and accountability.

**Education
Experience
Skillsets**

- Demonstrates a Spirit-filled relationship with Christ and exhibits model Christian behavior in both his/her actions and words.
 - Ability to process information and make independent judgments.
 - Excellent interpersonal skills.
 - Ability to prioritize responsibilities and needs of others.
 - Ability to work well with others in a team environment.
- Computer literacy (e-mail; MSWord; PowerPoint; webpage editing).

The above position description is intended to describe the general nature and level of work being performed by colleagues assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, qualifications, or working conditions.

This position falls under the procedures and guidelines of the Village Chapel Church employee handbook.