

## Job Description: Director, Ministry



### General Description

This position will be responsible for:

- † Leading, managing, and holding team members accountable, community interface, site unity, services administration, discipleship and evangelism, and client experience for the ministries at the Well.

### Well Core Values

The qualified candidate will be aligned with the Well's Core Values:

<p><b>1. Jesus Centered</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proclaims Jesus as Lord and Savior</li> <li><input type="checkbox"/> Spends time in the Bible</li> <li><input type="checkbox"/> Follows spiritual disciplines (study, prayer, fasting, fellowship, worship, confession, personal reflection, Sabbath, service, solitude, submission, giving)</li> <li><input type="checkbox"/> Offer prayers for the ministry, those we serve, and teammates</li> <li><input type="checkbox"/> Seeks Jesus in our personal journey</li> <li><input type="checkbox"/> Celebrates that my personal journey with Jesus is unique to me</li> </ul>	<p><b>2. Servant Hearted</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Displays the Fruits of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control)</li> <li><input type="checkbox"/> Supports others by putting their interest ahead of our own</li> <li><input type="checkbox"/> Lends a hand when it is needed</li> <li><input type="checkbox"/> Helps others even when it is uncomfortable</li> </ul>
<p><b>3. Relational</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> An active listener who is present in the moment</li> <li><input type="checkbox"/> Willing to step toward a new relationship and engage with people not like us</li> <li><input type="checkbox"/> Gets to know teammates (families, gifts, etc.)</li> <li><input type="checkbox"/> Speaks positively about and encourages teammates</li> <li><input type="checkbox"/> Builds others up and spurs teammates on in ministry</li> <li><input type="checkbox"/> Believes the best in others</li> </ul>	<p><b>4. Kingdom Minded</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Has the eyes to see individuals and how God created them</li> <li><input type="checkbox"/> Unshockable in what the world throws at us</li> <li><input type="checkbox"/> Focuses on God's glory with an eternal mindset</li> <li><input type="checkbox"/> Has a goal of advancing the gospel on earth and reaching the lost</li> <li><input type="checkbox"/> Willing to partner with other kingdom minded organizations</li> </ul>
<p><b>5. Passionate for the Ministry of the Well</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sees role within the ministry as a calling</li> <li><input type="checkbox"/> Stands firm in ministry and unshakeable in the day</li> <li><input type="checkbox"/> Advocates for the mission through words and actions</li> <li><input type="checkbox"/> Holds teammates accountable to the mission</li> <li><input type="checkbox"/> Moves forward as a united team when a decision is made</li> </ul>	<p><b>6. Growth Minded</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Has a desire to be a life-long learner</li> <li><input type="checkbox"/> Open minded and seeks to understand the perspective of others</li> <li><input type="checkbox"/> Recognizes that personal growth feeds organizational growth</li> <li><input type="checkbox"/> Recognizes that the way things are is not how they will be and is open to change</li> <li><input type="checkbox"/> Has the courage to step forward into the new and unknown</li> </ul>

## Desired Spiritual Gifts (*1 Corinthians 12:1-31; Romans 12:1-21*)

- † **Administration:** Able to develop and manage people and organizational systems
- † **Exhortation:** Able to encourage and motivate volunteers, donors, and supporters; gracious with others in all situations.
- † **Leadership:** Able to lead others by example with clear direction and wisdom.
- † **Discernment:** Has the ability to distinguish, discern, judge or appraise a person, statement, situation or environment.
- † **Evangelism:** The ability by the Holy Spirit to clearly and effectively communicate the Gospel of Jesus Christ to others.

## Key Areas of Responsibility

- LMA (Lead/Manage/Accountable)
  - Understands corporate/site roles and responsibilities.
  - Takes ownership in providing positive accountability for staff to remain true to the mission and vision of the ministry including maintaining an eternal big picture Kingdom mindset. Holds team members accountable to the Well Leadership Covenant.
  - Leads Ministry operations to ensure that established processes and procedures are carried out to maintain effectiveness and efficiency of operations.
  - Focuses on providing effective communication to ensure all team members are aligned with the ministry mission and to provide clarity and direction when questions arise.
  - Ensures team members engage in mission-focused development and training opportunities to help each team member grow and have the skills & abilities needed to provide effective services.
- Community Interface
  - Acts as a point of contact for community partners.
  - Ensures and delivers opportunities to advance awareness of The Well in communities, by delivery of presentations and advocating for ministry to external community partners.
  - Actively engages local community and understands current community pulse and needs.
  - Seeks fundraising opportunities within local community.
  - Builds ongoing relationships with local donors.
- Site Unity
  - Leads and facilitates opportunities for open communication and engagement between all site teams including Ministry, Retail, and Well Works teams.
  - Effectively communicates community and site specific changes or updates to all site teams including Ministry, Retail, and Well Works teams.
  - Develops opportunities for intentional Ministry, Retail, and Well Works team interactions for connectivity and relationship building across local site.
    - Celebrate achievements, milestones, etc.

- Services Administration
  - Ensures Ministry Team provides established services effectively and efficiently, while providing facilitation and advocacy of services provided by external partners.
  - Displays organizational skills and utilizes technology effectively to carry out Ministry operations.
  - Provides oversight to ensure that navigating services is not confusing for clients, and that communications are clear and straightforward to clients.
  
- Discipleship/Evangelism
  - Displays a passion for sharing the gospel with all people who engage with The Well, including strangers and developed relationships.
  - Leads by example and encourages Well Team members to be in prayer in all things and to intentionally provide prayer for those engaging with The Well.
  - Creates a culture for team members to focus on the Spiritual Disciplines to keep team members spiritually healthy to carry out the ministry mission.
  - Maintains alignment with The Well's faith statement.
  
- Client Experience
  - Leads Ministry team with a key focus on hospitality by creating a welcoming, positive, and safe environment for all those who engage in The Well.
  - Creates a culture for team members to build relationships by being ready and willing to engage with all those who come to The Well, including those who are different.
    - Creates this by promoting an attitude of active listening and learning, by being present and available in the moment, by providing genuine encouragement and by being free of judgement or shame.
  - Ensures that all team members maintain client confidentiality at all times.