

CITADEL OF FAITH COVENANT CHURCH MINISTRY ROLE DESCRIPTION

TITLE: Fort Faith Ministry Lead
POSITION: Volunteer (10 – 15 hours a week)

JOB SUMMARY

The Ministry Lead is responsible for creating, developing, implementing and maintaining an ongoing ministry for children birth to 6th grade that involves worship, discipleship, community and missions.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Recruit, support and train volunteers for all aspects of children’s worship.
- Provide leadership in the development and management of the Fort Faith Budget.
- Create and maintain Fort Faith Calendar for all events and activities.
- Create and maintain Fort Faith Calendar for volunteer schedule.
- Create or approval all announcements and communications from Fort Faith to congregation and parents.

EXPECTATIONS OF ALL MINISTRY LEADERS

- Meet as required to plan and execute specific mission and ministry objectives
- Recruit and train Ministry Volunteers
- Define and provide the necessary materials required for ministry
- Submit annually to the Leadership Team proposed budgets and objectives for the forthcoming year and manage consistently with approved budgets.
- Report as requested to the Senior Pastor.
- Attendance at Mandatory Ministry Leader Meeting currently held the first Saturday of the month from 10AM – 12:30 PM. If unable to attend you must arrange for a representative from your ministry to attend.
- Participation of you and your team for “All-Hands-On-Deck Events (ex: Nights of Terror, Anniversary Picnic, etc.)
- Return Citadel of Faith emails within a 2-day timeframe
- Scheduling of ministry specific meetings and other approved events on the common calendar
- Review of SMART Goals and Budget monthly with Project/Ministry Operations Manager

QUALIFICATIONS:

Must Have:

- Personal values that are consistent with values of COF
- Adaptation to change
- Ability to work in a collaborative environment
- Completed New Members Class and be an active member in “good standing” (giver, volunteer, consistent attendance) for one year post New Member Graduation.
- Be willing to undergo a background check
- Be willing to provide 2 letters of recommendation from someone within COF attesting to character and competence