

EQUIP MINISTRY DIRECTOR

The Equip Ministry Director will be responsible for placing people on the church ministry teams, based on their spiritual gifts, personalities and interests. This involves teaching Class 301 and administering Spiritual Gifts inventories to help members identify and understand their gifts and how they can be used in ministry, and advising members of ministry opportunities within the church and related ministries.

Ministry Area/Department	Equip
Position	Equip Ministry Director
Accountable To	Pastor
Ministry Target	Church
Position Is	Volunteer (with potential of becoming paid staff)
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, mature Christian
Spiritual Gifts	Exhortation • Pastor/shepherd • Administration • Teaching
Talents or Abilities Desired	Able to coordinate and harmonize a group of people
Best Personality Traits	Dependable • Cooperative • Expresser-leader
Passion For	Involving all Christians in the work of the ministry according to their unique spiritual gifts, personalities and interests
Length of Service Commitment	Two years minimum (3 year preferred)

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours a week
2. **Participating in meetings/training:** one hour each quarter or as needed.

RESPONSIBILITIES/DUTIES

1. Teach Class 301, *Discovering My Ministry* course, at least twice a year for newcomers, new Christians, and current members who want a refresher (or train someone else to teach the course).
2. Administer the Spiritual Gifts inventory to all church members, especially new members.
3. Become familiar with the ministry opportunities within and associated with this local church and maintain an updated list of available positions and tasks.
4. Interview (or establish an interview system for) people who complete Class 301 or Spiritual gift inventory to help them find their place on a ministry team based on their spiritual gifts, personalities and interests. Equip Ministry counselors may be trained to assist with this interviewing process.
5. Become familiar with and make available leadership development seminars and classes.
6. Keep a record of who is serving in each position.
7. Help develop and keep updated ministry descriptions for every ministry opportunity in the church.
8. Serve as an ex-official member on the church nominating committee (Network).
9. Be familiar with the overall goals the congregation has set, how these goals influence the Equip Ministry Area programs, and how these goals may be extended.