

Church of God of Prophecy

District 13

District Directors' Job Descriptions



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District Overseer: Bishop Almando Mullings

District Director of Administration: Minister Jo Frances Forbes

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Introduction

Leadership Versus Management

Most people use the terms Leader and Manager interchangeably. A closer examination, however, reveals that a leader may or may not be a good leader. The distinctions between the two roles are as follows:

A Leader's Focus

- Identifying problems, managing changes in both the internal and external environments
- Structuring the organization
- Motivating groups to achieve their goals.

A Leader's mission is to ensure that the organization achieves specific objectives by a team of workers who are energized about their vision and direction.

A Leader's strategy implementation uses specific managerial techniques such as planning, organizing, problem solving and communicating.

Leaders feel comfortable about challenging the status quo regarding methods of running an organization, motivating workers to support organizational objectives, and dealing with the changing church environment. Leaders must go beyond identifying opportunities, establishing vision and setting broad goals. They must have the means to implement their goals, otherwise the church organization will become stagnant. This is where the management component of leadership is important.

A Manager's Focus

- Getting the job done in the most efficient and effective manner
- Seeking solutions to problems identified by their leaders
- Keeping projects and activities on schedule, and within budget
- Achieving short-term (day-to-day, week-to-week) goals while keeping risks to a minimum
- Organizing, communicating and monitoring

A manager can be more effective when he or she thinks as a leader.

The ideal situation for any church organization is to have a sufficient number of people who can function both as strong leaders and strong managers. Otherwise, major church organizational needs will go unfulfilled.

With the many changes that will continue to occur in this century (technological innovation, restructuring, and constant economic uncertainty), traditional ways of working will become less effective or totally ineffective in the future. Organizations of all types will need more people thinking like leaders, not managers. Leaders with vision, persistence, skill, and the ability to be lead of the Lord will be the primary driving force that will enable church organizations to succeed.

As a leader, you must learn certain skills and apply them to your specific duties at home, church, work, and in the community. You will perform best if you concentrate on doing certain skills well. It is not necessary to do each one perfectly. Nevertheless, since successful leaders must attend to many areas in their organization, it is wise to gain some knowledge about those areas and that knowledge on the job. You can, one step at a time, master simple techniques that will help you lead others in all walks of life.

District 13 Church of God of Prophecy

Vision and Mission Statements

Mission Statements:

The Global mission of the Church of God of Prophecy is to bear witness for Christ and His truth and to spread the gospel of the Kingdom in all its fullness and power, so that the rule of God is brought about in the hearts of men.

Empowered by the Holy Spirit, through prayer, we will plant churches and **equip leaders to carry out the biblical mandate** to make genuine disciples of all the peoples of the world, to the glory of Christ our Lord, Head of the Church.

Vision Statement:

To be a Christ-exalting, Holiness, Spirit-filled, all-nations, disciple-making, church-planting movement with a passion for Christian union.

Thanks and Acknowledgements

A project of this scope and magnitude requires vision, dedication, teamwork and commitment. It also requires critical thinking, a challenge to current conventions, personal sacrifice and much prayer. Thankfully, the District Directors, the Overseer and Pastors were willing participants in this undertaking. We acknowledge their hard work and dedication. Additionally, there were others who hold no official District title, but were willing to give sound advice and assistance along the various stages of development. We hereby acknowledge these advisors as well.

On behalf of all members and supporters of District 13, we offer our heartfelt thanks to the Directors, Pastors, and our District Overseer for their effort and dedication. We appreciate their support and encouragement as we continue to venture into uncharted territories for this region. Change is inevitable and necessary, but often can be difficult to achieve. Therefore, we will always endeavor to keep the unity of peace and harmony as we move forward. As always, we aspire to be led of the Lord in all of our undertakings.

May God richly bless you!

Minister J. Frances Forbes

District Director of Administration

District 13—Churches and Pastors

Church	Street Address	Pastor
Bristol	Highway 12 Bristol, FL 32321	Minister Rosetta Baker
Capitola	12550 Capitola Rd Tallahassee, FL 32317	Minister Rebecca Ross
Dade Street	1221 Dade Street Tallahassee, FL 32304	Bishop T. R. Beckwith
Havanna	US Highway 27 Havana, FL	Minister Daisy Young
Miccosukee	11752 Moccasin Gap Road Tallahassee, FL 32309	Bishop Almando Mullings
Midway	Palmer Road Midway, FL 32343	Minister Darryl L. Forbes
Monticello	405 Martin Luther King Street Monticello, FL 32344	Minister Lee Walter Green
Perry – Glorious Rain	110 San Pedro Ave. Perry, FL 32347	Bishop Tommy Hughes
Perry – Hampton Springs	613 West Hampton Springs Avenue Perry, FL 32347	Bishop Almando Mullings
Perry – Jefferson Street	Jefferson Street Perry FL 32347	
Quincy	331 Kent Street Quincy, FL 32351	Bishop Lawrence Singleton
Westway	1342 Westway Road Tallahassee, FL 32305	Minister Paul Holmes

District 13 Directors

Department	Director
Administration	Minister Jo Frances Forbes
Children's Ministry	Sister Connie Cooper
Counseling Ministries	Minister Jo Frances Forbes
Evangelism and Outreach	Minister Wayne Hall
Financial Secretary	Minister Theadora C. Knowles
Intercessory Prayer	Minister Monica Calhoun
Men's Ministry	Deacon Jason Tuck
Music and Performance Arts	Minister Walter Cooper
Pastoral Care	Minister Gwendolyn Singleton
Planned Upcoming Events	Sister Joann Mullings
Public Relations	Minister Theadora C. Knowles
Stewardship	Deacon Leon Holton
Sunday School	Deacon Leonard J. Forbes
Treasurer	Minister Theadora C. Knowles
Women's Ministries	Sister Mattie Mathis
Youth	Minister Latasha Tuck

Job Title: District Director of Administration

Job Description and Responsibilities

Location:	District 13 Church of God of Prophecy
Department:	Administration
Job Description Summary:	The District Director Administration will enable the organization to succeed by providing long-term focus and direction for the organization through vision strategy and change.
Job Responsibilities:	<ol style="list-style-type: none"> 1. Mastering Job Specific Skills: problem solving, decision-making, goal-setting, time management, priority management, project management, as well as monitoring progress (evaluative process), promoting training (workshops, teleconferences, etc.), and promoting development. 2. Mastering relationship skills 3. Implementing excellent communication skills 4. Promoting teamwork, motivation and diversity 5. Conflict resolution (mediations, workshops) 6. Coaching and mentoring 7. Discipleship 8. Serve as a resource for information for church members at large
Performance Standards:	<ol style="list-style-type: none"> 1. Help new converts identify their spiritual gifts and talents 2. Recruit and train new workers to the District as needed 3. Maintain a calendar of on-going District-related events for each calendar year 4. Meet with the various leaders in the District for training and consultations as needed
Evaluative Review:	<ul style="list-style-type: none"> • Maintain listing of consultations, training, counseling, and dispute resolution summaries with pastors, District Overseer and other District Directors. • Encourage church progress through incentives, visitation, support and prayer • Maintain and balance a District Directors' budget (for training, workshops, etc.)

Job Title: District Children’s Ministry Director

Job Description and Responsibilities

Location:	District 13 Church of God of Prophecy
Department:	Youth and Children’s Ministries
Job Description Summary:	<p>The Children’s Ministry Director provides oversight and direction for ministry to children (infant to approximately 11 years of age). The Director is responsible for the implementation and development of programs and initiatives for the spiritual development of children and helping to equip parents to fulfill their calling as the primary spiritual leaders of their children. The Children’s Ministry Director should:</p> <ol style="list-style-type: none"> 1. Have a personal relationship with Christ 2. Be a member in good standing 3. Have the patience and desire to teach and mentor children 4. Have an understanding of the stages of child development 5. Have a passion for Children’s ministry and to see families grow in their faith together 6. Preferably, have experience in working with children 7. Preferably, have an educational background in biblical studies (or have a working knowledge of biblical teachings).
Job Responsibilities:	<ul style="list-style-type: none"> • Work with District overseer, Pastors and Directors to develop vision, strategy and developmental programs for children • Provide teaching and activities for children at each 5th Sunday Union meeting • Consult and work with the local churches in implementing and operating their Children’s Ministry programs • To oversee the maintenance of equipment and materials provided to implement planned activities and goals. • Provide direction and training for all Children’s Ministry staff and volunteers • Develop and maintain a clean, safe aesthetic environment for children
Performance Standards:	<p>Children’s Ministry Director is expected to:</p> <ul style="list-style-type: none"> • Organize occasional District-wide children’s events • Advise and encourage local churches in their ministry initiatives • Visit local churches to encourage and support their Children’s ministry initiatives and events • Observe the Basic Performance Standards for District Directors (see attached addendum)
Evaluative Review:	<ul style="list-style-type: none"> • Maintain listing of District-Wide children’s events • List churches visited and other community outreach • Maintain listing of consultations with pastors, local Children’s Ministry leaders and District Overseer

Job Title: Director of Counseling Ministries

Job Description and Responsibilities

Location:	District 13 Church of God of Prophecy
Department:	Counseling
Job Description Summary:	<ol style="list-style-type: none"> 1. Demonstrates success in working with people to establish goals, objectives and action plans to produce expected results 2. Introduces initiatives for the growth and development of both individuals and group performance and proficiency levels. 3. Initiates training, mentoring, and coaching for the development of spiritual discipleship. 4. Analyzes counseling and guidance procedures and techniques to improve quality of service.
Job Responsibilities:	<ol style="list-style-type: none"> 1. Assists in problem solving of identified conflict within the district using conflict resolution skills, modified mediation skills, and other counseling strategies. 2. Conducts in-service training for professional staff, including newly trained counselors. 3. Respects the confidentiality of every client (exceptions may include records or a testimony ordered by a judge, suspicion of child or elderly abuse/neglect, or revealed client intent to harm self or others) 4. Visits local churches and provide counseling services as needed focusing on but not limited to: communication, personal relationship building skills, parenting skills, grief counseling, depression, anxiety, stress, fear, anger, sexual addictions, insecurity, bullying, alcohol and drug use, financial problems, marital separation, and infidelity and divorce.
Performance Standards:	<ol style="list-style-type: none"> 1. Supports and assists in the local church's fundraising activities. 2. Maintains confidentiality of personal or sensitive information 3. Maintains effective and good relationship with others, including fellow district workers, pastors, and the district overseer. 4. Demonstrates good written and verbal communication skills. 5. Observe the Basic Performance Standards for District Directors (see attached addendum)
Evaluative Review:	<ol style="list-style-type: none"> 1. Keeps an updated database and profile sheet of each volunteer 2. Gets along well with others 3. Attends local church services on a regular bases. 4. Meets and communicates with others as required 5. Keeps a confidential log of clients served and/or conflicts resolve

Job Title: District Evangelism and Outreach Director

Job Description and Responsibilities

Location:	District 13 Church of God of Prophecy
Department:	Evangelism and Outreach
Job Description Summary:	<p>The Evangelism and Outreach Director is responsible for sharing the gospel and reaching those who have not experienced salvation, or are no longer walking in faith. The Director is expected to develop outreach plans that are in line with the Church's mission. The District Evangelism and Outreach Director should:</p> <ol style="list-style-type: none"> 1. Have a passion to share his/her faith and reach the lost 2. Get involved in making a difference in the lives of others in the communities of the District 3. Have proven leadership skills and a commitment to teach and equip 4. Increase congregational awareness, understanding, and involvement in outreach and evangelism through effective communication, with focus on the District's vision
Job Responsibilities:	<ul style="list-style-type: none"> • Work with District overseer, Pastors and Directors to develop vision, strategy and developmental programs for evangelism and outreach • Develop a cohesive outreach plan that integrates spiritual priorities (discover, develop and deploy) • Provide training and equipping for staff and volunteers to accomplish goals of District-wide outreach and strategy • Provide opportunities for staff to learn and practice Biblical principles of evangelism and service • Clearly state a process for the development and implementation of new ministry ideas by church visionaries • Provide mentoring in leadership and effective ministry to volunteers who lead outreach teams
Performance Standards:	<p>Evangelism and Outreach Director is expected to:</p> <ul style="list-style-type: none"> • Plan outreach events throughout the District that are designed to reach the un-churched and unsaved • Coordinate such events with the District Overseer and pastors of the local churches • Conduct training sessions or workshops in effective evangelism and outreach strategies and techniques • Observe the Basic Performance Standards for District Directors (see attached addendum)
Evaluative Review:	<ul style="list-style-type: none"> • Maintain a summative review of District-wide Evangelism and Outreach events (events calendar or chronological notes) • List churches visited and methods of community outreach • Maintain listing of consultations with pastors, District Overseer and other District Directors

Job Title: District Financial Secretary

Job Description and Responsibilities

Location:	District 13 Church of God of Prophecy
Department:	Finance
Job Description Summary:	The Financial Secretary is responsible for keeping the District's financial records and will prepare related forms and reports as necessary, as well as preparing all checks for the treasurer's signature. The Financial Secretary will help to ensure that the District's finances are in accord with legal, ethical church-mandated and biblical standards. Discretion and attention to detail are desirable traits in a Financial Secretary.
Job Responsibilities:	<ol style="list-style-type: none"> 1. Keep accurate records of individual contributions and prepare year-end reports for tax and individual review purposes 2. Keep accurate records of District offerings, gifts, etc. 3. Keep accurate records of District expenditures and compare to budgeted allowances 4. Advise District Overseer and Finance Committee if expenditures exceed budgeted allowances 5. Prepare any required reports or forms for IRS or other offices of accountability 6. Be prepared at District Finance Committee meetings to answer any questions related to District finances. 7. Prepare checks for District expenses and obligations, including approved expense reimbursements 8. If applicable, prepare payroll checks and related tax records and payments 9. If applicable, prepare and distribute W-2 and 1099 forms at year-end 10. Reconcile and balance District bank account(s)
Performance Standards:	<ol style="list-style-type: none"> 1. Maintain accurate, current and complete records of all receipts and spending 2. Prepare timely reports required for any audits or financial review 3. Keep District Overseer and Stewardship Director advised on the current state of District finances 4. Bank reconciliations are completed monthly 5. Be available for District Finance Committee meetings 6. Observe the Basic Performance Standards for District Directors (see attached addendum)
Evaluative Review:	<ol style="list-style-type: none"> 1. Gets along well with others 2. Meets and communicates with others as required 3. Faithful church attendee 4. Committed to and promotes stewardship 5. Maintains accurate, current and complete financial records

Job Title: Intercessory Prayer Director

Job Description and Responsibilities

Location:	District 13 Church of God of Prophecy
Department:	Intercessory Prayer
Job Description Summary:	<p>The Prayer Director is responsible for praying fervently, organizing and leading a prayer chain and encouraging spiritual growth in prayer leaders and members through daily devotions and prayer. Additionally, the PD will meet quarterly with local church intercessory prayer leaders to address pressing concerns, update local leaders of new developments/training opportunities and to share ideas and activities, including strategies and participation for fundraising.</p> <p>Attend District Director's meetings and trainings as necessary.</p>
Job Responsibilities:	<ol style="list-style-type: none"> 1. Pray daily for the needs of members and prospects; also pray for church related activities and ministries and for church leaders. 2. Organize a prayer chain through the care-group leaders (band leaders) to inform members of special or urgent prayer needs. 3. Encourage members to pray for foreign and home missions. 4. Provide or recommend devotional material and encourage members to have daily devotions, both personally and with their families. 5. Attend your local church prayer meetings/services when possible
Performance Standards:	<ol style="list-style-type: none"> 1. Identify local church intercessory prayer leaders and meet with them quarterly (at least every 3 months) for the purpose of sharing information and training. Keep a database of the names, addresses, email addresses, and telephone contact numbers of each. Maintain a profile sheet for each leader. 2. Attend services and prayer meetings on a regular basis. 3. Maintain confidentiality of personal or sensitive information. 4. Maintain effective and good relationships with others, including fellow district workers, pastors, and the district overseer. 5. Demonstration of good written and communication skills 6. Observe the Basic Performance Standards for District Directors (see attached addendum)
Evaluative Review:	<ol style="list-style-type: none"> 1. Gets along well with others 2. Meets with and communicates with others as required 3. Attends local church services regularly 4. Prays daily for the needs of others and is sensitive to confidential information 5. Organizes a prayer chain for urgent needs and special church events

District Job Title: District Men's Ministry Director

Job Description and Responsibilities

Location:	District 13 Church of God of Prophecy
Department:	Men's Ministry
Job Description Summary:	The Men's Ministry Director is responsible for the coordination of programs that support the spiritual development of male church members. The Director will consult with the District Overseer and local church pastors to develop strategies that enhance men's desire to become more involved in the work of the local church, as well as becoming examples and mentors to younger males in the community.
Job Responsibilities:	<ul style="list-style-type: none"> • Work with District Overseer, Directors and Pastors to identify men's ministry curriculum • Schedule and coordinate men's ministry meetings • Provide logistical support for men's ministry meetings • Keep records of men's ministry participation and attendance • Solicit feedback from men on the coordination and effectiveness of meetings, and develop improvement plans to address concerns • Oversee volunteers who assist with men's ministry • Provide logistical support for special guests, speakers and presenters • Assist in maintaining supplies and problem resolutions of the ministry • Provide administrative support and assist with communication to members of men's ministry group • Keep District Overseer, Pastors and Directors apprised of issues that relate to men's ministry
Performance Standards:	<p>Men's Ministry Director is expected to:</p> <ul style="list-style-type: none"> • Organize District Men's Ministry meetings and events on a regular basis (at least one per quarter) • Advise and encourage local churches in their ministry initiatives • Support and, when possible, attend some of the men's ministry events at the local churches in the District • Observe the Basic Performance Standards for District Directors (See attached addendum)
Evaluative Review:	<ul style="list-style-type: none"> • List District meetings and events conducted • List local events attended • List consultations with local pastors and ministry leaders

Job Title: District Music Director (Minister of Music)

Job Description and Responsibilities

Location:	District 13 Church of God of Prophecy
Department:	Music
Job Description Summary:	<p>The District Music Director is responsible for the planning, implementation, and maintenance of a comprehensive music and arts program for the District and, where possible, assisting the local churches in developing and implementing their music and arts programs. The Music Director should meet the following qualifications:</p> <ol style="list-style-type: none"> 1. Bachelor's degree, preferably in Music 2. The Minister of Music must be called of God to his field of work and be properly equipped by special training 3. Ability to shepherd volunteer musicians in the Christian life 4. Ability to organize, coordinate, and motivate musicians and technical team members 5. Experience in the performance and selection of church music which reflects a broad variety of musical periods and styles
Job Responsibilities:	<ol style="list-style-type: none"> 1. Direct the organization and implementation of a comprehensive church music program including choir, vocal, instrumental, dance and drama throughout the District 2. Assist the District Overseer in planning congregational services of the church and be responsible for selecting the music 3. Direct major service choirs and other choirs or ensembles as personal schedule will permit 4. Plan, organize, and promote concerts, workshops, clinics, and other special programs to enhance the music ministry 5. Oversee maintenance of the music library, materials, supplies, musical instruments, and other equipment useful in the music ministry 6. Give direction to, and participate in, a plan of visitation and enlistment 7. Keep informed on current music methods, materials, promotional ideas, and administrative techniques 8. Maintain a consistent program of self-improvement 9. Develop and implement a plan to assist pastors to enhance the number of musicians within their congregations
Performance Standards:	<p>Music Director is expected to:</p> <ul style="list-style-type: none"> • Plan, organize, and promote music events for the District • Coordinate such events with the District Overseer and pastors of the local churches • Conduct music and training sessions or workshops in music performance and techniques • Observe the Basic Performance Standards for District Directors (see attached addendum)
Evaluative Review:	<ul style="list-style-type: none"> • Maintain a summative review of District-wide Music and performing arts events • List visitations and special music and arts events conducted at local churches • Maintain listing of consultations with pastors, District Overseer and other District Directors

Job Title: District Pastoral Care Director

Job Description and Responsibilities

Location:	District 13 Church of God of Prophecy
Department:	Pastoral Care
Job Description Summary:	<p>The District 13 Pastoral Care Director is responsible for encouraging the Pastoral Care Group Leader at each local church in the district to be faithful and to work along with the pastor.</p> <p>The origin of this job began when Moses in (Exodus 18: 13-26) was overwhelmed with the responsibility of caring for a large number of people with multiple problems that needed to be addressed. Moses sat from morning to noon addressing the problems of the people. This was such a great responsibility for one man. Therefore, his father-in-law suggested that he disbursed some of the responsibility to qualified men of God. Men who were God fearing and could be trusted to deal with the people.</p> <p>The pastor of each local church will divide members into small groups, and appoint a Pastoral Care Group Leader to be over each group. These Care Leaders are not to override the authority of the pastor, but to assist him/her in ministering to the needs of the sheep. The type of assistance needed should be made clear by the pastor, preferably a written guideline.</p>
Job Responsibilities:	<ul style="list-style-type: none"> ❖ Have a current list of Pastoral Care Group Leaders from each local church, and their contact numbers. ❖ Conduct quarterly meetings/workshops for Care Group Leaders to encourage them in the work of the ministry they have been assigned, and to discuss matters of concern. ❖ Visit a local church at least once a year to show support. ❖ Be an available advisor to each local church Pastoral Care Group Leader.
Qualifications:	<ul style="list-style-type: none"> ❖ A male or female of integrity that belongs to the Church of God of Prophecy, and has been saved for 3 years or more ❖ Respects the pastor and other leaders ❖ knows the Word of God and fears God ❖ Prayerful and can be trusted with confidential information ❖ Observe the Basic Performance Standards for District Directors (see attached addendum)
Evaluation Review	<ul style="list-style-type: none"> ❖ List churches visited ❖ List phone conferences ❖ List meetings conducted

Job Title: District Director of Planned Upcoming Events

Job Description and Responsibilities

Location:	District 13 Church of God of Prophecy
Department:	Event Boosting
Job Description Summary:	<p>The Director of Planned Upcoming Events is responsible for cultivating and enhancing interest in various planned events so that attendance of such events may be increased. The Upcoming Events Director should:</p> <ol style="list-style-type: none"> 1. Boost and relay information about planned activities (including but not limited to retreats, conferences, workshops, camp events, talent competitions, etc.) in an interesting spirit-filled manner 2. Distribute flyers, brochures, and other paraphernalia as appropriate to publicize upcoming events.
Job Responsibilities:	<ul style="list-style-type: none"> • Attend events as appropriate • Encourage members in the District to attend the various events • Provide information (by word of mouth, email, memo, telephone or electronic media) on planned events to fellow workers, District Directors, Pastors, and the District Overseer, and district membership at large.
Performance Standards:	<p>The Upcoming Events Director is expected to:</p> <ul style="list-style-type: none"> • Boost participation in all local, District, State and National upcoming events • Provide information on all such upcoming events • Observe the Basic Performance Standards for District Directors (see attached addendum)
Evaluative Review:	<ul style="list-style-type: none"> • List events boosted • Maintain copy of flyers, publications, documents, etc., for the events boosted.

Job Title: District Public Relations Director

Job Description and Responsibilities

Location:	District 13 Church of God of Prophecy
Department:	Public Relations
Job Description Summary:	<p>The Public Relations (PR) Director has the responsibility of presenting the best possible image of the Church to the public, as well as publicizing the activities of the church. The District Public Relations Director should:</p> <ol style="list-style-type: none"> 1. Promote the building of relationships through spiritual connectivity (Romans 12:4-5 NKJV) 2. Improve the church's image both within the body and in the community using various forms of media to share the love of Christ 3. Publicize the missions of Christ to the body and the community at large
Job Responsibilities:	<ul style="list-style-type: none"> • Serve as point of contact with each church's PR Ministry person to assist with: publications, advertising and promotion, and web page creation • Establish and enforce uniform PR procedures within the District to cultivate an environment of cohesiveness, accountability, organization and timeliness (Colossians 3:23 NKJV) • Act on behalf of churches that are without a local PR individual until position has been filled • Monitor and support local church PR persons with the District Overseer's approval for publications, design of publications, and proof reading of PR submissions • Ensure that local PR liaison communicates with appropriate ministry leaders and coordinators in a timely manner
Performance Standards:	<p>Public Relations Director is expected to:</p> <ul style="list-style-type: none"> • Notify Churches in the District of all scheduled events, news events, requirements, and prayer requests, etc., where District churches or members are involved • Publicize both District and local church events throughout the District • Oversee the design and content of documents and publications that are released to the public • Support and stand with the District Overseer to assist in issuing public statements and answering media interviews • Observe the Basic Performance Standards for District Directors (see attached addendum)
Evaluative Review:	<ul style="list-style-type: none"> • Maintain a list of events that are communicated to District leaders • Maintain a list of flyers, publications, etc., that publicize relevant events within and outside the District • List consultations, meetings, etc., with local PR persons, pastors and other local and district leaders

Job Title: Stewardship Director (Finance Committee Chair)

Job Description and Responsibilities

Location:	District 13 Church of God of Prophecy
Department:	Finance
Job Description Summary:	The Stewardship Director helps provide financial accountability in the District through leading the development of the District's annual budget, overseeing budget compliance, and evaluating requests for all spending. The Director also promotes an emphasis on good stewardship through offering boosting, as well as organizing annual financial campaigns and ongoing stewardship education. When needed, the Director will assist in offering collections, and will work with the Financial Secretary and Treasurer to ensure that funds are properly recorded and deposited. Financial experience and a commitment to stewardship are desirable traits for the Stewardship Director.
Job Responsibilities:	<ol style="list-style-type: none"> 1. Lead in developing, overseeing and examining the District's annual budget 2. Ensure funding of the annual District Convention/Camp Meeting 3. Work with financial secretary to track expenditures and monitor them to keep within the budget. Advise District Overseer and Finance Committee if expenditures exceed budget. 4. Meet regularly with the finance committee to discuss the budget and evaluate any spending requests and changing spending requirements 5. Plan and implement financial campaigns as well as direct ongoing stewardship emphasis throughout the District
Performance Standards:	<ol style="list-style-type: none"> 1. Conduct District Finance Committee meetings at least once per quarter 2. Establish a yearly financial budget and monitor expenses to it 3. Set District Convention spending criteria in a timely manner 4. Organize at least one fund raising event for the District 5. Encourage each local church in the benefits of stewardship for the District 6. Observe the Basic Performance Standards for District Directors (see attached addendum)
Evaluative Review:	<ol style="list-style-type: none"> 1. Gets along well with others 2. Meets and communicates with others as required 3. Faithful church attendee 4. Committed to and promotes stewardship

Job Title: District Sunday School Director

Job Description and Responsibilities

Location:	District 13 Church of God of Prophecy
Department:	Sunday School
Job Description Summary:	<p>The District 13 Sunday School Director is responsible for monitoring the Sunday School operations at each of the churches in the District, and providing guidance and advice to the local Superintendents. Should there be specific directives from the National and/or State Sunday School offices, the Sunday School Director will serve as liaison between the local churches and those offices. The District Sunday School Director will consult with the local church Superintendents to develop strategies to improve their Sunday School operations, including preparedness, teaching methods, and attendance. District Director will also assist in mentoring, and identifying capable candidates for various Sunday School capacities.</p> <p>The Sunday School Director should have a working knowledge of scripture and biblical principles. Experience as a Sunday School Superintendent or teacher is desirable, but not mandatory. He/She should possess a collaborative skill, and be able to work with a variety of personalities.</p>
Job Responsibilities:	<ol style="list-style-type: none"> 1. Observe a local church's Sunday School on a regular basis 2. Conduct periodic work sessions or workshops with the local church Sunday School staffs 3. Oversee Sunday School operation at each 5th Sunday Union meetings 4. When appropriate, offer constructive criticism of the Sunday School operations, and offer solutions to mitigate any shortcoming 5. Provide other assistance or initiatives as needed due to changes in circumstances or personnel
Performance Standards:	<p>Sunday School Director is expected to:</p> <ol style="list-style-type: none"> 1. Visit a local church's Sunday School at least once per quarter 2. Conduct work session or workshop with the Sunday School staff of the local churches in the district at least once per year 3. Ensure that there is staff in place so that Sunday School can be conducted at 5th Sunday Union meetings 4. Be an available advisor to each local church's Sunday School department 5. Observe the Basic Performance Standards for District Directors (See attached addendum)
Evaluative Review:	<ol style="list-style-type: none"> 1. List Churches Visited 2. List work sessions conducted 3. List District Sunday School operations overseen 4. List individual consultations

Job Title: District Treasurer

Job Description and Responsibilities

Location:	District 13 Church of God of Prophecy
Department:	Finance
Job Description Summary:	The treasurer will help ensure the ethical handling of all District funds and oversee management of church banking accounts. Trustworthiness, honesty and financial experience are desirable qualities in a Treasurer.
Job Responsibilities:	<ol style="list-style-type: none">1. Approve all disbursements2. Sign all checks drawn on District bank account(s)3. Oversee management of District bank account(s)4. Review monthly bank statements and reconciliations5. Coordinate and schedule any audits or financial reviews of District finance activity6. Serve on District Finance Committee
Performance Standards:	<ol style="list-style-type: none">1. Monitor all bank account activity2. Review and approve all disbursements3. Participate in District Finance Committee meetings4. Manage District's monies5. Observe the Basic Performance Standards for District Directors (see attached addendum)
Evaluative Review:	<ol style="list-style-type: none">1. Gets along well with others2. Meets and communicates with others as required3. Faithful church attendee4. Committed to and promotes stewardship

Job Title: District Women's Ministry Director

Job Description and Responsibilities

Location:	District 13 Church of God of Prophecy
Department:	Missions
Job Description Summary:	<p>The Women's Ministry Director encourages women of all ages to grow in their relationship with Christ through learning, sharing and serving. She also helps identifies spiritual gifts, and forms meaningful relationships. The Director is prayerful, a servant leader, a team player and a gracious encourager. The District Women's Ministry Director should:</p> <ol style="list-style-type: none"> 1. Have a personal relationship with Christ 2. Be a member in good standing 3. Have a passion for women and their spiritual growth as well as their ability to connect with each other 4. Participate in planning Women's Ministry events, programs, retreats, etc. 5. Oversee, delegate, train and support women in various ministry activities 6. Be able to work cooperatively with women of various ages, educational and experiential backgrounds
Job Responsibilities:	<ul style="list-style-type: none"> • Work with District overseer, Pastors and Directors to develop vision, strategy and developmental programs for Women • Schedule and coordinate Women's Ministry meetings • Oversee and train women for their ministry events and activities • Encourage and foster participation in Women's Ministry activities • Plan Women's Ministry events, programs, etc., including outreach fellowship activities • Keep District Overseer, Pastors and Directors apprised of issues that relate to Women's Ministry
Performance Standards:	<p>Women's Ministry Director is expected to:</p> <ul style="list-style-type: none"> • Organize District Women's Ministry meetings and events on a regular basis (at least one per quarter) • Advise and encourage local churches in their ministry initiatives • Support and, when possible, attend some of the Women's Ministry events at the local churches in the District • Observe the Basic Performance Standards for District Directors (see attached addendum)
Evaluative Review:	<ol style="list-style-type: none"> 1. Maintain a summary review of district-wide Women's Ministry events and calendar 2. List churches visited and methods of community outreach 3. Maintain listing of consultations with Pastors, District Overseer and other District Directors 4. Recruit and train volunteers and staff as needed

Job Title: District Youth Director

Job Description and Responsibilities

Location:	District 13 Church of God of Prophecy
Department:	Youth and Children’s Ministries
Job Description Summary:	<p>Youth Directors lead young people – typically in the middle and high school years – in their faith development. They impart the teachings of their faith through prayer, events, activities and mission trips that appeal to youth while encouraging them to be faithful followers of the church.</p> <p>The District Youth Director should:</p> <ol style="list-style-type: none"> 1. Have a personal relationship with Christ 2. Be a member in good standing 3. Have an understanding of teen and young adult issues and concerns 4. Have the patience to deal with adolescents, and a passion to see them mature in Christ 5. Preferably, have experience in working with adolescents 6. Preferably, have an educational background in biblical studies (or have a working knowledge of biblical teachings).
Job Responsibilities:	<ul style="list-style-type: none"> • Work with District overseer, Pastors and Directors to develop vision, strategy and developmental programs for youth • Foster growth of faith by providing a welcoming environment, faith direction and encouraging discussions; thereby helping youth become believers and active church participants • Lead youth activities, both at and away from the church, that attract and hold youth’s interest. • Establish and maintain communications with youth and leaders. This includes meeting with local leaders and pastors as needed. • Be an upstanding example for youth to follow.
Performance Standards:	<p>District Director is expected to:</p> <ul style="list-style-type: none"> • Organize occasional District-wide youth events • Advise and encourage local churches in their ministry initiatives • Visit local churches to encourage and support their Youth ministry initiatives and events • Observe the Basic Performance Standards for District Directors (see attached addendum)
Evaluative Review:	<ol style="list-style-type: none"> 1. Maintain a summary review of district-wide Youth events and calendar 2. List churches visited and methods of community outreach 3. Maintain listing of consultations with Pastors, District Overseer and other District Directors 4. Recruit and train volunteers and staff as needed

District Directors Job Descriptions Addendum

Basic Performance Standards

1. Demonstrates Active Listening

The ability to understand what others are saying and to ask appropriate questions as needed.

2. Demonstrates Effective Communication Skills

The ability to effectively communicate information and to positively influence the decision-making of others.

3. Demonstrates Solution Appraisal (Conflict Resolution Skills)

The ability to observe and identify current and potential problems, as well as evaluate possible solutions. Also, the ability to identify lessons learned or redirect efforts.

4. Demonstrates Monitoring Skills

The ability to observe how well one is doing when learning or performing a task, as well the ability to maintain focus on a task, or refocus when necessary.

5. Demonstrates Sound Judgment and Decision-Making

The ability to weigh the relative costs and benefits of a potential action

6. Demonstrates the Ability to Find and Identify Essential Information

7. Attend Important Meetings, Training Sessions, Workshops, and Services as Required

The Evaluative Process

As the Directors' Job Descriptions are new, it was decided that the evaluation of District Directors based on their job descriptions be phased in as follows:

- 1st Year: Do a self-evaluation with informal feedback from your District peers, local pastor, and District Overseer. Sign off that you have read, understand and agree to expectations for your specific job title. (All forms should be secured at the local church with 1 copy available for review at all times.)
- 2nd Year: An informal evaluation from the pastor and District Overseer. (This can be verbal with a sign-off sheet that contains a conference date, list of attendees, and a short summary of the conference.)
- 3rd Year: A formal, written evaluation from the pastor and/or District Overseer. All parties must date and sign off on the evaluation form.

Unless otherwise specified, all positions are voluntary and non-salaried.

District Directors' Meeting Calendar

Tentatively, District Directors' meetings are scheduled for the **2nd Saturday** of each month, from **10:00 a.m. to 11:30 a.m.**

Dates for 2016

January 9

February 13

March 12

April 9

May 14

June 11

July 9

August 13

September 10

October 8

November 12

December 10