



Ridgedale Baptist Church Job Description

Position:	Director
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Ministry Area:	Church Administration
Accountable To:	Chairman/Senior Pastor/Church Family
Secondarily To:	Administrative Pastor
Position Is:	Volunteer
Position May Be Filled By:	Church Member
Minimum Maturity Level:	Solid, mature Christian
Spiritual Gifts:	Leadership • Exhortation • Helps • Shepherd
Talents or Abilities Desired:	Enjoy working with people • Team Mentality
Best Personality Traits:	Dependable • Serious • Compassionate • Discreet • Good moral character • Ability to lead others • Organized
Passion For And Commitment To:	The vision and strategy of Ridgedale Christ – Worship, Community – Small Group’s, and Compassion – Ministry and Missions
Length of Service Commitment:	Three year minimum (term)
Anticipated Time Commitment:	2 hours monthly, additional hours in ministry and planning

Principal Function:

The office of Director as set forth in Scripture is one of sympathy, witness, and service after the example of Jesus Christ. Persons of spiritual character, honest repute, of exemplary lives, brotherly and sisterly love, warm sympathies, and sound judgment should be chosen for this office. It is the duty of a Board Member, first of all, to minister to those who are in need, to the sick, to the friendless, and to any who may be in distress both within and beyond the community of faith.

Essential Duties and Responsibilities include the following:

A Director will,

1. Live in keeping with all qualifications for service.
2. Remain actively involved in the core ministries.
3. Attend all regular monthly meetings and special called meetings unless providentially hindered.
4. Participate in the prayer ministry of Ridgedale Baptist Church.

Qualifications:

1. 25 years of age and an active member for at least two (2) years.
2. Reflect and demonstrate spiritual maturity, godly wisdom, and a continued faith that evidences the lordship of Jesus Christ.
3. Demonstrate a consistency in stewardship with the tithe through the church as a minimal level of giving.
4. Actively participant in the mission, objective, and values of Ridgedale Baptist Church.
5. Willing to follow scriptural principles for conflict resolution, maintain confidentiality, and make decisions objectively without bias to particular areas of ministry.
6. Viewed as demonstrating a high standard of the Christlike life and be free from behavior that would negatively affect the ministry of the church.