

Windsor Village UMC Job Description

Job Title: Director of Supernatural Services and Communications (SSC)
Reports To: Associate Pastor Suzette Caldwell
FLSA Status: Exempt
Team: SSC/TPI

A. General Summary and Purpose:

Responsible for managing and directing all non-pastoral aspects of WVCF prayer related ministries and activities to the WVCF staff, volunteers and surrounding community.

B. Responsibilities/Major Job Duties:

- Select, manage and provide leadership for all Supernatural Services and Communications staff, ministry leaders and volunteers.
- Work in cooperation with the pastoral prayer strategists to ensure that all activities support the church mission and that the WVCF goals and team objectives for prayer are achieved.
- Coordinate and facilitate the WVCF prayer activities, Miracles and Healing Services and other activities to help members and the community better understand the power of prayer, and strategies for improving their prayer life.
- Coordinate all prayer development activities, including managing prayer scribes and writing, modifying and editing prayers.
- Develop study curriculum and teach bible study when necessary.
- Coordinate teaching schedule for New Members regarding Prayer and the Holy Spirit.
- Manage the prayer support activities of the SSC Administrative Assistant. Will, at times, be responsible for performing these tasks.
- Structure and lead weekly Staff Prayer, Victory Wednesday Prayer, Weekend Worship Prayer and all other corporate prayer activities.
- Prepare and distribute the Monthly Fast Calendar and Prayer Petitions.
- Prepare and submit the SSC marketing materials for distribution.
- Facilitate the SSC leadership and SSC Quarterly team meetings.
- Develop annual budgets and oversee the allocation of resources to ensure maximum impact in accordance with WVCF finance department guidelines.
- Provide consulting services to community organizations in the area of Prayer, Miracles and Healing, Praise and Worship, etc.
- Perform hospital and at home visits, at times.
- Partner with TPI and other community organizations on projects such as prayer walking, community gatherings and events, etc.
- Other duties as assigned.

C. Knowledge Required and Personal Qualifications:

- Bachelor's degree preferred.
- Minimum five years mid to senior level management experience, including a minimum of two years of leadership in Christian ministry.
- Experience in budgetary, human resource, strategic ministry, and project management preferred.
- Presentation and training skills are mandatory.
- Computer and Microsoft Office product skills commensurate with job responsibilities.
- Excellent oral and written communication skills are necessary.
- Bible knowledge, bible study and sermon preparation, and group presentation skills are required.

D. Contacts Within and Outside of WVCF:

Daily contact with church staff and management, volunteers and external entities.

E. Keys to Success:

Ability to adapt readily to change, flexibility, and a self-starter. Must able to analyze information, make decisions and problem solve. Must have exceptional human relation skills for staff management, member and community interaction.

F. Work Schedule:

The basic work week is 40-hours, however, the time necessary to complete required objectives is expected. Must be able to respond to emergency needs of members, work overtime and irregular hours.

G. Supervision Exercised:

This position will involve direct supervision of all employees and volunteers attached to the work areas mentioned in Section A above.

H. Work Environment:

The responsibilities of this position will be carried out mostly in a normal office environment with acceptable lighting, temperature and air conditions. Ministry will take place on all WVCF campuses and throughout the greater Houston area. Some out of town travel is required for training, ministry opportunities and to visit other mega and post modern campuses.

I. Physical Effort:

This position is physically comfortable but often requires the lifting of training and ministry materials, and audio visual equipment, props, signs and other communication aids. A lot of walking is required when making hospital visits. Applicant must have a valid driver's license and good transportation.

To apply, please send your resume to hr@wvumc.com or fax to 713-726-2565.