



~ Assisting You In Ministry! ~

Website: www.hm.org

Phone: (610) 287-4250

229 Gerloff Road, Schwenksville, PA 19473-1743

E-Mail: sspacek@hm.org

Ministry Description

Title: Associate Director

Working Location: Preferably near the main office, but willing to consider other options

Ministry Overview

The primary focus is to fulfill the purpose of Help Ministries with a particular emphasis on being mentored for consideration of becoming the Executive Director. The Associate Director is to assist the Director in the overall effectiveness and growth of Help Ministries.

Relationships

The Associate Director is accountable to and under the supervision of the Executive Director and it ultimately accountable to the Board of Directors of Help Ministries.

Qualifications

- The various aspects of this ministry require interdependence in the workload, commitment to one's position as a ministry for the Lord, mutual respect for various gifts present on the ministry team, and the heart of a servant
- Be a mature born-again believer who has placed his faith in Jesus Christ as Lord and Savior and demonstrates a godly life as particularly described in 1 Timothy 3:1-7, Titus 1:5-9, and 1 Peter 5:1-3.
- Have at least a Bible degree or equivalent. (Ministry experience will be considered.)
- A willing to enhance his education through seminars, conferences, special courses, etc.
- Commitment to Help Ministries, its purpose, philosophy of ministry, and doctrinal position
- Be willing to be mentored through the *Biblically Rethinking the Church* material and be in agreement with the philosophy of ministry presented
- Have at least five years of experience in the pastorate
- Ability to fulfill the administrative functions of the ministry
- Demonstrate effective communication skills, both written and verbal
- Ability and motivation to work with or without direct supervision
- Ability to relate well to pastors, ministry leaders, and people in general
- Ability for administration, attention to details, and proficient computer skills
- Have a good degree of competence in counseling and conflict resolution
- Have a reasonably thorough theological understanding and awareness
- Demonstrate pastoral compassion and wisdom

- Be a servant-leader – selflessly serving others by influencing, equipping, and empowering them to accomplish God’s goals
- Have a participative leadership style (one who works with a group to arrive at a decision) and willing to delegate work to others
- Have an emphasis on expository preaching (explaining the meaning of a passage in its historical context) with a clear aim, continuity, and suitable application
- Has a lifestyle, or willingness to develop a lifestyle, of sharing the Gospel with unbelievers
- Be informed of trends and issues of note within the evangelical world
- Has shared the Gospel with others and lead others to Christ
- Has experience in discipling others
- Have enough exposure to secular work to relate to the average working person

Responsibilities

The following responsibilities include, but are not limited to:

- Contribute to the ministry team by showing mutual respect, being a listener, and offering advice
- Be involved in starting, establishing, or assisting churches
- Be involved in mentoring/discipling, leadership training, and outreach ministries
- Assist in attending to ministry related issues in areas such as consultation, ministry guidance, conflict resolution, and administering resources
- Be available for preaching, teaching, holding seminars and classes and representation of Help Ministries
- Assist with the development of resource materials
- Perform other duties as required by the Executive Director

Financial Arrangements

Since Help Ministries is a faith-based ministry, this is not a salaried position. Accepted candidates are responsible to raise their own support or have an existing source of support. However, there may be the possibility of some supplemental income from Help Ministries or other sources.

Contact: Steve D. Spacek, Executive Director

Please email or mail a cover letter and resume and include days/times when you can be contacted to conduct an initial phone interview.