



~ Assisting You In Ministry! ~

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## Ministry Description

**Title:** Ministry Associate

**Working Location:** At one's home or office

### Ministry Overview

To fulfill the purpose of Help Ministries with a particular emphasis on involvement in outreach ministries to unbelievers, discipling believers, and establishing churches.

### Relationships

The Ministry Associate 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.)
- Be 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 and motivation to work with or without direct supervision
- Demonstrated effective communication skills, both written and verbal
- 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
- 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.

**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.