



# SPIRITUAL DEVELOPMENT DIRECTOR

## GENERAL DESCRIPTION

The Spiritual Development Director will manage, champion, and oversee the teams, vision and processes which educate and serve the people of New Hope Community Church. The Spiritual Development Director will create and execute a high-level biblical educational experience. The Spiritual Development Director will also disciple and develop volunteer leaders within the ministry. This is a volunteer position to start with the potential for paid as New Hope grows.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Implement and manage the budget, master calendar, and annual plan for Spiritual Development.
- Develop Spiritual Development volunteers to become leaders in the ministry.
- Recruit, train and develop leaders for small groups, electives, men's ministry, woman's ministry and prayer team.
- Guide the Spiritual Development volunteer leaders in recruiting, training, and recognizing team volunteers.
- Implement regular team leader and small group participant recruitment methods and processes, ensuring a healthy groups growth rate over time.
- Assist in developing message-based group materials for ongoing groups, and/or select group curriculum and other group study materials and tools.
- Plan at least four (one per quarter) electives during the year • Plan at least one men's and women's event during the year. • Manage, train, schedule and develop Sunday prayer team.
- Manage department budget.

## COMPETENCIES

The ideal candidate should be trained in a variety of methods/models of discipleship and spiritual formation. The successful candidate should have a strong background in discipleship and spiritual formation strategies with prior success in implementing these strategies.

Those applying should have a proven track record of leadership, organizational structure development, and excellent communication skills. Candidates must possess a driving passion to reach people who are far from God and help them grow deeper in their faith. This individual must embrace the ability to work well on a team and within a community environment and be skilled at promoting innovation through collaboration. They additionally will show an ability to connect across different generations, types of people, and cultures.



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To perform the job successfully, individual should demonstrate the following:

## COMPETENCIES (CONTINUED)

- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Emotional Intelligence - Manages difficult or emotional situations; responds promptly to needs; solicits feedback to improve service; responds to requests for service and assistance; meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- Change Management - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change.
- Ethics - Treats people with respect; inspires the trust of others; works with integrity and ethically.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports church's goals and values.
- Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Dependability - Follows instructions; responds to management direction; takes responsibility for own actions.

## HOW TO APPLY

Please submit your resume and cover letter to our Office Manager, Johana Flores, by email: [churchoffice@go-newhope.com](mailto:churchoffice@go-newhope.com)