

**Job Profile and Description for
Director of Equipping**
First United Presbyterian Church – Belleville, IL

Purpose

To develop and support a volunteer Equipping Team. Together, they will help every individual discover his or her gifts and passions and match them to a meaningful place of service.

Personal Characteristics

- An active and committed disciple of Jesus Christ; a person who is comfortable operating within the theological framework and accountability structure of First United Presbyterian Church and the Presbyterian Church (USA).
- A person with a deep belief that an essential role of church staff is to equip the laity for the work of ministry.
- A person who works well with other staff members and lay leaders, encouraging and supporting an equipping culture in all areas of ministry.
- A person who is detail-oriented and can prioritize the weekly workload to ensure important activities get done correctly.
- Proven success in developing non-anxious, goal-oriented teams.

Position Responsibilities

- 1.** Recruit and lead an Equipping Team who will help each individual discover his or her unique role for serving God's Kingdom.
- 2.** Model the core value of equipping the laity by leading and supporting the Equipping Team as they
 - a.** **Identify Volunteer Ministry Positions at FUPC:** Work with staff, Elders and the Nominating Committee to create a complete list of ministry opportunities in every department, from weekly to monthly to annual opportunities.
 - b.** **Create Ministry Descriptions for Each Position:** Work with staff, committee leaders and ministry volunteers themselves to complete each job description.
 - c.** **Develop a Tracking Process** for recording who is serving in which ministries.
 - d.** **Identify a Discovery Tool** that helps individuals explore how they are wired for ministry.
 - e.** **Develop a matching and placement process** that gracefully takes advantage of the Tracking process and Discovery tool while still making the process inviting and personal. This will likely include several points of entry, from easy-to-use brochures and volunteer catalogs to a higher-commitment, higher-impact class. There will also likely be a coaching/interview process to facilitate the right match.
 - f.** **Develop follow-up and re-direct processes** that ensure that the match was successful or helps the person find a new match.
- 3.** Develop an annual budget for the equipping process, and operate within that framework.
- 4.** Communicate with the church through the weekly bulletins, the monthly *Steeple* Newsletter and other church communications.
- 5.** Participate in weekly staff meetings and other planning functions as necessary.
- 6.** Carry out the responsibilities and duties of this position as agreed upon under the direction of the pastor (Head of Staff) and the Session through the Personnel Committee.

Terms of Employment

- This is a part time position (10 hours per week)
- The Director of Equipping shall meet with the Head of Staff and the Personnel Committee

annually to review past accomplishments and establish future performance goals.

Date

Date

Revised June 2017