

**Director of Ministries**  
**Ohio Ministries of the Church of God**  
**Job Description**  
(Revision July 2024)

**Statement of Purpose**

The role of the Director of Ministries is to give oversight and direction to the missional goals of the state ministry and to direct all activities under the purview of the state ministry. As such the director shall guide the efforts to lead pastors and churches in the accomplishment of the mission Christ gave to His church of making disciples of all nations.

**Qualifications of the Director of Ministries**

The Director of Ministries shall:

1. Be of excellent Christian character and reputation and one respected and honored by peers. This excellent reputation should be across the entirety of the Church of God as well as the Church of God in Ohio.
2. Possess a track record of effective and healthy ministry.
3. Have adequate academic and non-academic training and experience in the areas of pastoring, coaching, consulting, and administrative leadership. In terms of academic training typically this will mean a minimum of a master's degree, but not exclusively.
4. Possess the demonstrated skills of a team builder.
5. Be a visionary and catalytic leader who is able to see beyond the immediate and able to inspire, resource, organize and execute the vision.
6. Possess abilities as a teacher/trainer with knowledge in the fields of church health, church growth, church multiplication, church turnaround and leadership development. The director will possess the skill to teach, train and lead others in the implementation of this knowledge base.
7. Have excellent multi-ethnic and multi-cultural skills so as to be able to communicate with and to relate to the varying ethnicities that represent the Church of God in Ohio.
8. Be an able communicator in both oral and written forms of communication.
9. Be a team player and supporter of the efforts of the Church of God both nationally and internationally. This includes the existing networks of effort that have been forged between Ohio Ministries and other regional entities.
10. Be informed about culture and future church trends with grace-filled perspectives toward people from all walks of life, remaining politically neutral and Christocentric.

**Accountability**

The Director of Ministries shall:

1. Be directly accountable to the Governing Board of Ohio Ministries of the Church of God and work at their pleasure. As such the Director is directly responsible for the total operation and day-to-day management of Ohio Ministries.
2. Be ultimately accountable to the Ohio General Assembly of the Church via the Governing Board.

3. Submit a written report to the Governing Board in each of the board's meetings detailing accomplishments of missional goals.
4. Submit a written report to the General Assembly annually outlining the accomplishments of his/her office and the missional goals for the next year.
5. Retain a repository of ministerial and church records (including credentials) at the state office.

## **Responsibilities**

### **1. Vision:**

The Director of Ministries shall:

- Be responsible to create and to promote a vision for growth in ministry among the Churches of God in Ohio through contacts with local congregations, district and state events.
- Utilize the annual meeting of the General Assembly as a time to cast vision in addition to sharing accomplishments of the state ministry.
- Cast a vision and create a plan for church multiplication.
- Cast a vision and create a plan for church revitalization and turnaround.
- Cast a vision and create a plan for pastoral leadership development.
- Create and provide the resources for accomplishing the above.

### **2. Administration:**

The Director of Ministries shall:

- Create an annual budget to be submitted and approved by the Governing Board and the General Assembly.
- Oversee the raising of funds to support the budget.
- Receive, record and disburse funds received in accordance with the approved state budget.
- Provide the board with periodic reports sharing statements of income and expense, designated funds, etc.
- Give executive oversight of the state office and staff including the hiring and firing of all staff under the umbrella of Ohio Ministries.
- Plan and execute the meetings of the General Assembly including program, promotions, etc.
- Serve as a liaison between the state and national office and represent the state at such meetings or arrange for representation at such meetings.

### **3. Church Support:**

The Director of Ministries shall:

- Serve as a resource to congregations seeking pastoral staff.
- Resource struggling congregations with conflict specialists while seeking not to become directly involved in conflict situations.
- Consult and work with congregations desiring to experience turnaround and revitalization or link them with organizations or persons who can lead them through such a process.

- Work with churches that feel led to multiply themselves through church planting and/or multi-site.
- Serve as a resource for assisting churches in matters such as pastoral compensation, sabbatical policy development, vacation policy, bylaws development, etc.
- The Director will visit 26 congregations a year.
- The Director will work with church leadership boards as requested.

#### 4. Pastoral Support:

The Director of Ministries shall:

- Seek to provide support and leadership growth opportunities for the pastors of Ohio through things like coaching clusters, assembly and ministry refresher events, one-on-one coaching and other learning/growth opportunities as created.
- Serve as a coach and confidant to pastors on an as needed and as requested basis.
- Make provision for the availability of professional counseling services as needed and requested in alliance with state budget resources.
- Provide new ministers of the state with a welcome packet including copies of assembly bylaws, promotional materials and a letter of welcome.
- Work with pastors seeking church placement.
- Give leadership to the development, credentialing, and discipline of ministers and churches, assuring adherence to the Church of God Credentials Manual.

#### **Authority**

1. The Director has management oversight of everything within the parameters of Ohio Ministries as delegated by the Governing Board. As such he/she is the sole employee of the General Assembly and the Governing Board. The Director has sole responsibility for the hiring and firing of all people in his employee.
2. The Director manages his/her own calendar.
3. The Director may attend or plan training events that will accomplish the missional objectives of Ohio Ministries.
4. The Director may network with denominational leaders to help accomplish the missional objectives of Ohio Ministries.
5. The Director may accept outside assignments as long as those assignments are not detrimental to the missional objectives of Ohio Ministries.
6. The Director is an ex-officio, non-voting member of any and all committees created under the auspices of Ohio Ministries.
7. The Director may not serve as staff or as an interim pastor with any church.
8. The Director may delegate staff personnel to represent him/her in the carrying out of various aspects of the ministries of the state.