

# AWANA CLUBS INTERNATIONAL: POSITION DESCRIPTION

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Date: 04/24/2006

Approved by: NACT

Date: 04/26/2006

## Title: Development Missionary

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**Division:** U.S. Ministries

**Job Code:**

**Department:** U.S. Missionary Field

**Exempt or Non-Exempt:** Exempt

**Reports to:** State/Area Director

**Status FT, PT**

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### OVERALL PURPOSE/FUNCTION

The Development Missionary is a faith supported position that supports headquarters and the state/area team with growth and ministry development opportunities resulting in expanding growth of Awana within the state/area. The Development Missionary, as a member of a greater state/area team, integrates their operational plans with other Outreach, Care, and Development Missionaries to carry out and fulfill Awana's Prayer, Vision, and Mission goals, strategies, and objectives. The Development Missionary's team-based responsibilities will be shaped by the State Director based on state/area dynamics.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

### Primary Duties and Responsibilities:

1. Works with other state/area team members to develop joint state/area plans that expand the growth of Awana within the state/area.
2. Develops a yearly strategy and action plan that will focus on communicating the ministry of Awana and building relationships with local church, other children's/youth ministry organization, community service, denominational, and ethnic leadership to create new ministry opportunities within regions of the state/area. Communicates strategy and plan to the State Director and the Director of Emerging Ministries.
3. Works with the Director of Emerging Ministries and the state/area team members to implement headquarters' directed development and growth initiatives.
4. Utilizes volunteer teams to provide support services (presentations, training) needed to implement development plans.
5. Implements the Child Protection program and policies at all event and training activities to ensure safety of all children and volunteer workers.
6. Develops and implements a yearly plan to actively recruit ministry partners for the purpose of raising and maintaining financial and prayer support to raise 100% of personal and ministry support, whether full time or part time. Communicates with churches and donors via donor correspondence, Prayer and Praise letters, Prayer cards, Ministry reports, etc.
7. Advocates and supports all headquarters and state/area opportunities that promote evangelism, discipleship, leadership development (including but not limited to; Awana Family Connection, Rorheim Institute, Leadership Training Conferences, Youth Ministry activities and core Awana programs)
8. Recruits, trains, and supervises a volunteer ministry team to support and multiply the ministry (i.e. to serve as volunteers, specialists, team leaders, and zone directors).
9. Submits monthly reports to state/area, and headquarters leadership as required.
10. Interacts with state/area team members and headquarters' leadership to evaluate and improve ministry.
11. Performs other related duties as directed by the state/area Director.

## **QUALIFICATIONS/REQUIREMENTS**

### Education and/or Experience

A Bible Studies Certificate from a Bible College/Institute and/or seminary or equivalent training and experience. Basic Bible doctrine and Old Testament/New Testament surveys recommended. Courses in Evangelism, Missions and Christian Education are also strongly encouraged. Awana Club's leadership and Awana Ministry Team experience or equivalent training are recommended.

### Professional Designations/Licensures/Certifications

Must be set aside (commissioned) for missionary service by home church, with a Commissioning Service. May be Licensed or Ordained. Valid driver's license.

### Skills, Knowledge and Abilities

#### *Language Skills:*

Public speaking and effective presentation skills is a must. Ability to effectively cast vision to leadership and ministry team members. Ability to effectively communicate to people from diverse backgrounds.

#### *Mathematical Skills:*

Ability to apply concepts of basic mathematics to practical situations.

#### *Reasoning Ability:*

Ability to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Resolves conflict constructively with individuals directly involved. Is considerate and tactful when addressing sensitive issues.

#### *Other Skills, Knowledge and Abilities:*

Must have a working knowledge of the Awana programs, products, and services. The ability to demonstrate a sound working knowledge of Awana Clubs International's Doctrinal Statement and to effectively present the gospel.

Networking skills a must. Strong knowledge of marketing advertising, and promotion concepts is required. Ability to consult others with problem resolution skills that will be effective in the local church environment. Must have excellent planning, coordinating, and research skills. Attention to detail and deadlines and the ability to take initiative to solve problems and manage work load are required. Ability to delegate when necessary. Must relate well to volunteers and staff at all levels. Must be able to work independently and well in a team environment. Effective interpersonal skills are required. Treats others with respect and dignity. Accepts accountability for actions. Exhibits an attitude of Christian Discipleship, with a servant's heart. Basic Computer Skills; Microsoft Office Pro, Internet.

### **Spiritual Demands**

Must be a born-again child of God. Must have a clear, definite call of the Holy Spirit to Awana ministry. Must be living a separated, clean wholesome, fruit bearing spiritual life, and is a person of vision, burden, spiritual depth, initiative, and faithfulness. Must have a good working knowledge of the Word of God. Must be of the same doctrinal convictions as set forth in our Doctrinal Statement. Must be a member in good standing of a gospel-preaching church. If married, have a spouse who is supportive of their ministry and called to the Awana ministry.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit, stand, walk and carry 25lbs or more. Specific vision abilities required by the job include close vision, distance vision, color vision, and ability to adjust focus, and drive a car. Frequent Travel.

### **PRIMARY INTERFACES**

Internal: Reports to the State Director. Has frequent interaction with US Ministries Dept, & Ministry Team Members, and some contact with ACI staff member (s), and other Missionaries.

External: Has frequent contact with Pastors, Elders, Deacons, Commanders, and Constituents.

*This job description reflects the current assignment of essential functions, and is not meant to be all-inclusive. Duties and responsibilities may be assigned or reassigned to this job at any time, and may be modified to reasonably accommodate an individual with a disability, or for other reasons*