

Woodside Church
Position Description
Director of Sharing

The Director of Sharing will have primary responsibility for helping disciples discover their gifts and use them to share the words and deeds of Jesus Christ in the congregation, community and wider world. The individual we seek will possess:

- A personal relationship with our Lord Jesus Christ.
- A calling to reach people beyond the church with the Gospel of Jesus Christ and to meet their physical and spiritual needs.
- A desire to expand the kingdom of heaven by using his/her Spirit-given gifts.
- A leader who understands his/her main responsibility is to train others for ministry not do ministry for them.
- A commitment to prayer and personal, professional, and spiritual growth.
- Self motivation with strong Leadership, Interpersonal, Organizational, and Communication skills.
- A warm enthusiastic personality, sense of humor, and a commitment to demonstrating a team spirit in working with pastor, staff, and laity.
- Flexibility and an innovative and creative approach to ministry.

The Director of Sharing should have clearly identified gifts of the Spirit for:

- Administration – the gift of being able to plan, set goals and help God’s people reach those goals – 1 Corinthians 12:28, Romans 12:8.
- Leadership – the gift of being able to recruit, train, supervise and deploy God’s people for ministry – Ephesians 4:11-13, Hebrews 13:17.
- Evangelism – the gift of sharing the Good News about Jesus with the unchurched and inviting them to know Him as Savior and Lord. Ephesians 4:11, Acts 5:42; 8:5-8; 11:20-21; 13:42-43.
- Mercy/Compassion – the gift of reaching out with care, concern and support to those struggling with physical, mental or emotional problems. Romans 12:8; Acts 9:36; Luke 10:33-35.
- Teaching – the gift of being able to share knowledge and build up the Body of Christ – I Corinthians 12:28, Romans 12:7.

With the help of the Holy Spirit, The Director of Sharing will:

- **Encourage All to Join a Ministry Team.** Use process queues to track the involvement of newcomers and current disciples. Offer Spiritual Gift assessments and update this information in the Vine (Church Database). Provide this information to other staff and ministry leaders. Continually review profiles to connect disciples with a ministry or mission which matches their profile.
- **Find Leaders for Ongoing or New Ministries within Woodside** such as Griefshare and REACH
- **Lead “The Way” with the Director of Growth** – Gather ministry/mission preferences of participants and speak with them about serving opportunities.

- **Meet Individually with Staff and Ministry Leaders** to help place disciples with specific teams.
- **Serve as Deacon Liaison** to encourage and expand the caring ministry of the Deacons by working with the Deacon Moderator.
- **Recruit and Assist Leaders of:** Code Blue, DinMin, Food Pantry, Habitat, Quarterly Recovery Services, Recovery Café, Urban Promise, Cast Your Cares.
- **Develop Contacts and Explore New Mission Opportunities with Groups** such as Bucks County Opportunity Council, Family Service Association, Habitat, World Vision, Samaritan's Purse, Outreach Foundation, Family Promise, AHTN, Urban Promise, TASK, Bucks County Housing Group, etc...
- **Oversee Christmas Missions:** Family Advent Night Mission Project & Angel Tree.
- **Budget** – Evaluate and allocate annual mission budget and special offerings.
- **Bridge Events** - Coordinate participation in outreach events like Harvest Days
- **Oversee Church wide Mission Projects** such as Seed Packing or Habitat Faith Build.
- **Encourage Growth Groups to Pursue Hands on Mission Projects** or identify and facilitate ministry teams to begin mission projects; e.g. dinner ministry, MLK Days.
- **Oversee and Assist Mission Trip Leaders** with promotion, budget, and organization.

The Director of Sharing will seek to grow in Christ through:

1. The fellowship of the church in Worship, Prayer and Bible study.
2. Professional Development.
3. Attendance at Meetings- meet with the Staff and individually with the pastor.