

Rocky Mountain Ministry Network

Church Ministries Director and Department
Position Description Updated 05/13/2025

- A. Purpose:** The Church Ministries Director (CMD) is called to lead a dynamic team of admins and field-based specialists in equipping RMMN local church ministries, staff, and volunteer leaders through impactful training, valuable resources, and meaningful networking opportunities.
- B. Strategy:** The strategy centers on unifying services to local church ministries under one department, led by a dedicated full-time director, assistant director, and a supportive team. This streamlined structure is designed to strengthen the Church Ministries division by delivering high-quality training, relevant resources, and meaningful networking opportunities.
- 1. Training:** Empowering lay leaders and ministers across RMMN churches through practical training and skill development, as outlined in the strategic chart below.
 - 2. Resourcing:** Offering a thoughtful mix of regionally tailored resources and promoting awareness of high-impact tools that are relevant to local ministry contexts.
 - 3. Networking:** Creating spaces—both in-person and online—for peer connection, ministry collaboration, and spiritual growth.
- C. Rationale: Why This Position Matters.**
- 1. Strengthening Pastoral Support and Church Health.** This position will enhance support for local churches, empowering lead pastors and ministers to focus more on leading, vision-casting, and shepherding their congregations. By sharing the load, it creates space for a more profound impact at the local level.
 - 2. Responding to Valuable Field Input.** The 2019 RMMN ministers' survey clearly showed a desire for broader access to training, resources, and networking opportunities beyond what traditional ministry departments typically provide. With 332 participants investing an average of 29 minutes each, more than 160 hours of thoughtful feedback were contributed, demonstrating a deep commitment to shaping a stronger future together.
 - 3. Maximizing Strategic Impact.** The Rocky Mountain Ministry Network is uniquely positioned—geographically expansive (800 miles east to west), medium-sized, and richly diverse. In many of our churches, ministry departments are led by passionate volunteers rather than full-time staff. By consolidating leadership and administrative resources into one Church Ministries team—supported by field experts and guided by a single director—we can operate with the efficiency and impact of larger districts, while embracing our distinct strengths.
- D. Qualifications: What Makes an Ideal Director?**
- 1. Proven Leadership.** A strong leader who can guide both paid staff and volunteer field experts by setting clear goals, establishing priorities, managing timelines, and delegating effectively, creating a team culture focused on shared mission and excellence.
 - 2. Strategically Focused.** A leader who understands that effectiveness comes from intentional focus, not equal distribution. By prioritizing areas with the greatest potential to serve the most churches and lay leaders, this individual will help the department maximize its impact and steward resources wisely. (See the service priority chart below.)

3. **Natural Networker.** A relational and approachable connector—someone who communicates well, welcomes collaboration, engages new voices, and actively builds bridges within and beyond our Network.
4. **Collaborative Spirit.** A team-oriented leader who can initiate, build, and sustain strong partnerships, bringing people together to achieve shared goals and foster a healthy culture of collaboration.
5. **Technologically Proficient.** A person proficient in the use of digital tools effectively, comfortable navigating technology for communication, content creation, and ministry development.
6. **Team Builder.** An inclusive leader who values and supports diverse ministry models and is skilled in forming dynamic age-level and ministry-specific teams to resource and equip churches and leaders.
7. **Local Church Champion.** Someone deeply committed to the mission of the local church, passionate about supporting and equipping pastors and lay leaders through training, resourcing, and networking that strengthens ministry at the ground level.
8. **Vision-Aligned.** A leader with the ability to serve in harmony with the District Superintendent’s vision. Like the biblical examples of Abraham’s trained men, Saul’s valiant warriors, and David’s mighty men, this role requires someone ready to courageously and faithfully help carry out the broader vision of the Network.
9. **Credentialed with the Assemblies of God.** The Director must hold a current credential (licensed or ordained) with the Assemblies of God and be actively serving within an AG district.

E. Responsibilities: What Are the Primary Responsibilities?

1. **Lead.** To provide leadership to the CMD staff and admins in achieving the department’s purpose of training, resourcing, and networking as defined above.
2. **Collaborate.** To enlist, mobilize, and use field-based experts within our churches to provide services, training, resourcing, and events as outlined.
3. **Build coaching teams.** In addition to serving the said areas, the CMD will build small teams of 3-5 field experts in the core areas of children’s ministry, student ministry, adult discipleship, and outreach/evangelism. These teams will then assist the Church Ministries Department by sharing their knowledge, networks, and resource awareness with leaders in our local churches.
4. **Empower.** The CMD will lead the team in providing training, resources, and networking as outlined below.
 - **Training.** Providing training and skill development for volunteer leaders in our RMMN churches as outlined in the strategic chart below. Examples would include online video, in-person events, webinars, peer coaching, and online learning platforms.
 - **Resourcing.** Providing a balance between customized resources that are regionally applicable and awareness of existing resources that are highly relevant in the local context. Examples include podcasts, blogs, videos, PDF documents, and websites.
 - **Networking.** Providing opportunities to develop peer relationships, interactions, and spiritual formation through in-person and virtual events.

Mission creep occurs when an organization gradually expands its goals beyond its original mission, often resulting in inefficiency, overextension, and a loss of direction. Success will require the CMD to take an intentionally strategic approach, focusing on areas that deliver the greatest benefit to the most churches and lay leaders across our Network. The areas marked with an “X” indicate the minimum level of expected support in each category.

Services Provided		District Newsletter	Podcast/Video	Networking/Events	PDF resource list	Retreat/convention	Webinar/Training	Email List	Social media	Regional meet-up	Resource Web page	Camp
1	Youth/Student Ministries (Youth Convention/Fine Arts, Youth Camps, STL, Next Gen retreat, STL, and Youth Alive)	X	X	X	X	X	X	X	X	X	X	X
2	Children’s Ministry (early childhood, elementary, kid’s camp, BGMC, kid’s church, kid’s discipleship resourcing)	X	X	X	X	X	X	X	X	X	X	X
3	Adult Discipleship (Sunday, small groups, single & senior adults)	X	X		X		X	X			X	
4	Outreach and evangelism		X		X		X				X	
5	Worship (administration, leadership)	X			X						X	
6	Deacon/Board Ministry (Church University)	X			X		X				X	
7	Church Hospitality (ushers, greeters, info booth, café, parking)	X	X		X		X				X	
8	Media (audio, video and projection)	X			X		X				X	
9	Men’s Ministry	X		X	X	X					X	
10	Women’s Ministry	X		X	X	X					X	
11	Girls ministries (liaison with HQ)	X		X		X	X				X	
12	Royal Rangers (liaison with HQ)	X		X		X	X				X	

6. Media deployment. Actively utilize the Network’s video and podcast studio, as well as social media outlets, to resource our local churches, lay leaders, and network pastors.

7. Representation: The Church Ministries Director shall determine which member(s) of the Church Ministries Department (CMD) will represent the District at annual and regional ministry meetings for the Assemblies of God, Network events, or sectional meetings.

F. Administrative support. The Church Ministries Director will have a full-time assistant director, a full-time admin, and other stipend team members as budgeted. They will also have the Network’s Church Ministries suite and state-of-the-art video and podcast studio at their full disposal.

G. Accountability: The Church Ministries Director will work under the direct supervision of the District Superintendent.