JOB DESCRIPTION – DIRECTOR OF THE PLACE
United Methodist Temple - Beckley, West Virginia

Job Description: DIRECTOR OF THE PLACE (Full time, salaried position)
Date: Adopted by Church Council: March 26, 2020

In General: The Director of the Place works under the direction of the Staff-Parish Relations Committee and reports directly to the Lead Pastor. The Director of the Place’s work performance is reviewed at least annually by the Lead Pastor and the Staff-Parish Relations Committee. The Director of the Place shall meet regularly with the Lead Pastor, Staff-Pastor Parish Relations Committee (SPPRC), TPFK Leadership Team and other groups within UMT to facilitate the work of The Place, The Place for Kids (TPFK) and advance the mission of UMT. The Director of The Place will also meet with the Lead Pastor and the SPPRC to discuss issues pertinent to employment or performance of duties.

1. Personal Qualifications: The Director of the Place shall …
   a. Be responsible, organized and flexible;
   b. Be able to work effectively with other staff and laity using team-based leadership skills;
   c. Be able to communicate clearly and in a timely manner with individuals and/or small groups, whether in person, on the phone, using electronic methods, written letters or handouts; and
   d. Be able to participate physically in the recreational fellowship activities for adults and active youth.
   e. Annually, develop a ministry plan and a personal goals and objectives plan in conjunction with performance reviews and the various programs and ministries involvement.

2. Professional Qualifications: The Director of the Place shall have …
   a. Hold a Bachelor’s degree in administration and/or education-related field or equivalent experience and education acceptable to the SPPRC;
   b. At least five (5) years of supervision/management experience;
   c. Experience in recreational ministry preferably, but is not required;
   d. Have basic computer knowledge and skills which include social media, WORD and Excel;
   e. A willingness to continue learning and attend continuing education events; and
   f. Certification (currently or soon after employment) in Upward Ministries;

3. Other Qualifications: The Director of the Place shall…
   a. Successfully pass a criminal background checks and drug screening as required for all UMT and TPFK employees;
   b. Be drug free under the UMT and TPFK policies;
   c. Be Certified in CPR and First Aid before or shortly after being employed by UMT.
   d. Have a had a Driver’s License for at least five (5) years and have a driving record acceptable to UMT’s insurance carrier;
   e. The Director of the Place shall be available for work at least 40 hours/week, six (6) days/week, including evening work with flexible scheduling in consultation with Lead Pastor.
**PRIMARY TASK:** Develop and implement recreational and worship ministries to help individuals and families grow in their relationship with Jesus Christ, the Christian lifestyle and their quality of life and to supervise The Place for Kids (TPFK) ministries.

4. **Ministry Duties:** To promote and support ministries with other churches and suitable organizations that facilitate faith-based activities in unity with the ministries of UMT.

**Administrative Duties, with regard to:**

5. In general:
   a. Promote, develop and implement a variety of ministry opportunities for all age groups to develop relationships within the community of Beckley with primary objectives to reach the unchurched in the community, create an inviting atmosphere for their introduction into a Christian community and develop disciples for Jesus Christ through fellowship, activities, study and growth as individuals.
   b. Develop recreational ministry opportunities that are programs involving other community organizations, wellness programs, cooperative events and recreational activities.
   c. Prepare ministry pages for various UMT publications and social media postings.
   d. Supervise The Place physical plant and its use;
   e. Coordinating and overseeing the scheduling and use of The Place including needs of TPFK and of UMT pool vehicles.
   f. Facilitate and arrange for hospitality for any groups using The Place.
   g. Work cooperatively with the Campus Supervisor to maintain and provide for other physical plant needs.
   h. See that proper and adequate recordkeeping is kept on file in a safe, orderly and confidential manner.
   i. Prepare, maintain and execute business, marketing, advertising and other related plans in consultation with other groups for the development of ministries at The Place, including TPFK;
   j. Prepare and/or supervise the preparation of annual and other reports as required or requested by Church Council, SPPRC and other entities involved with TPFK or The Place.
   k. Communicate clearly and succinctly with the public and with staff using the various means available such as verbal, written, social media methods while taking care and caution that such communications represent the UMT and TPFK;
   l. Maintain confidential communication relationships as required and advisable while ensuring that all communications reflect true and accurate statements;
   m. To become aware of the resources for developing recreational and worship ministry and participate in training experiences;
   n. Attend staff, The Place For Kids Leadership Team, Safe Sanctuary Task Force and Church Council meetings; and
   o. Be available for other ministries/duties as needed in consultation with the Lead Pastor and/or the SPPRC.
6. **TPFK Directors and paid staff and volunteers:**
   a. Work with the SPPRC, Lead Pastor, and TPFK Leadership Team to hire, supervise and develop employees and volunteers for the TPFK programs;
   b. Ensure that proper and adequate training of all persons is developed and executed as required by regulations, policies and needs as they arise;
   c. Supervise the Directors, Coordinators and Treasurer of TPFK ministry programs and The Place receptionist and administrative assistant; ensure implementation, maintenance and compliance of applicable licensing requirements, UMT policies in the operation and of ministries at The Place.
   d. Regularly evaluate all Directors, Coordinators and Treasurer of TPFK ministries, the receptionist at The Place and the administrative assistant at The Place annually as directed by TPFK Leadership Team, SPPRC and the Church Council Safe Sanctuary Task Force.
   e. Ensure adherence to all policies.

7. **Legal:**
   a. Ensure compliance with all applicable laws, rules and regulations and UMT policies.

8. **Code of Ethics**
   a. Be welcoming and hospitable, friendly yet professional with everyone whether member or non-member of UMT. This includes but is not limited to “going out of the way” to ensure anyone’s questions are answered and any concern/situation addressed/resolved.
   b. Avoid quarrelsome behavior, including in conversation; particularly avoid this when children are present.
   c. Speak with encouragement and create unity with all you encounter.
   d. Gossiping is not acceptable. Confidentiality must be absolute, with the exception of reporting any safety concerns
   e. Support and promote ALL ministries of UMT while avoiding promoting any personal agendas.
I have received, read and understand the duties outlined in the job description for the above-referenced position of UMT, Beckley, WV. I acknowledge that all of the duties are essential to the job and I agree that I am able to perform the essential duties and functions of the job without accommodation. (The duties outlined will be those on which I am evaluated. I have received a copy of the job description for my reference.)

I have voluntarily entered into employment with United Methodist Temple, Beckley, WV, understanding that the terms of the employment relationship are “at will.” The “at will” relationship means that I may resign at any time, with two (2) weeks written notice to the Lead Pastor, with or without cause. Similarly, United Methodist Temple, may terminate the employment relationship “at will” at any time, with or without notice or cause, providing there is no violation of applicable federal or state law.

_________________________  _______________________
Employee’s Signature        Date

I provided the employee, whose signature appears above, with a copy of the job description for his/her reference for the position of employment he/she has accepted and answered all questions he/she had.

_________________________  _______________________
Signature of Supervisor      Date