

HIS MANSION MINISTRIES

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Women's Servant Leader Formation Facilitator

Mission: *Because of His Mansion Ministries, a community of people will seek wholeness and be spiritually transformed for the equipping of the body of Christ.*

Ministry Position:

The Women's Servant Leader Formation (SLF) Facilitator job is, first and foremost, a ministry position. She is not only responsible for supporting the Servant Leaders in their role, but for modeling Christ-like behavior and for leading others in further pursuit of relationship with Jesus Christ through daily life. All employees, including the Women's SLF Facilitator, are expected to be available to pray with and spiritually guide Residents and Servant Leaders; cultivate genuine relationships; and to participate in regular time of community worship and prayer. These are done to fulfill our mission, as stated above. The Women's SLF Facilitator is also expected to sign a statement of agreement with His Mansion Ministries' statement of faith and code of conduct.

Summary:

The Women's SLF Facilitator supports Servant Leader effectiveness by accepting qualified candidates and providing helpful resources for Servant Leaders in line with our mission, vision, and values.

Qualifications:

- Christ-likeness, strong Christian faith, integrity, moral values, and convictions
- Relationally focused and service driven
- Knowledge of and passion for HMM's mission and philosophy of ministry
- If married, her husband should be spiritually mature and willing to participate in the community
- Excited about a team approach to Christ-centered care
- Passion for discipling people who are discipling others/building leaders
- 1-2 years' experience in ministry or working in addiction recovery
- Ability to teach and facilitate groups in various settings, including classrooms

Duties & Responsibilities:

- Evaluate, interview, and communicate acceptance or rejection to Servant Leader applicants
- Provide personal mentoring of most Servant Leaders
- Assist in matching Servant Leaders with other mentors as needed

- Organize regular Servant Leader opportunities for rest and encouragement
- Teach classes and facilitate groups as needed
- Facilitate regular Servant Leader reviews
- Work with the Women's Program Administrators to encourage Servant Leader effectiveness and personal growth
- Recruit, orient, and oversee the summer Interns
- Other tasks as assigned

Limitations

Please note that His Mansion Ministries serves both male and female Residents. Due to the nature of our program structure, sincerely held religious beliefs and practices, and the needs of Residents, it is necessary to staff the Men's Servant Leader Program with biological males and the Women's Servant Leader Program with biological females.

Characteristics:

The following five traits (as adapted by Tom Hill of the Character Training Institute) were identified as essential for this position:

1. **Compassion**
Investing in whatever is necessary to heal the hurts of others. (I John 3:17)
2. **Diligence**
Visualizing each task as a special assignment from the Lord and using all my energies to accomplish it. (Colossians 3:23)
3. **Discernment**
The God-given ability to understand why things happen. (I Samuel 16:7)
4. **Initiative**
Recognizing and doing what needs to be done before I am asked to do it. (Romans 12:21)
5. **Virtue**
The moral excellence and purity of spirit that radiate from my life as I obey God's Word. (II Peter 1:3)

Skills:

The following three skills were identified as essential for this position:

1. **Effective communication**
Teaching, interpersonal relationships, sharing the Gospel, narrating for another person what they are going through, and ultimately seeing the fruit of the communication when an SL puts your feedback into practice
2. **Discernment**
Using intuition and noticing details to understand and act appropriately regarding: whether an SL is a good fit for HMM, providing effective care for SLs, SL motives for serving, group dynamics, team building, and meeting needs
3. **Organization**
Keep track of applicants, interviews, schedules, etc., and constantly review and improve SL curriculum

Working Environment:

- Indoor work in an office
- Teaching in a classroom setting
- Facilitating groups
- Regularly sit or stand for many hours
- Live on His Mansion property

Working Relationships:

Reports to: Director of Programs

Works Closely with: Director of Programs, Men's SLF Facilitator, Women's Program Administrator

Direct Reports: None

This job description is not a complete description of all that is necessary to do this job. All employees are expected to do what it takes to work as a team, even with other departments, to serve Residents. This is not only an expectation but also a value that we hold to as an organization. We will help each other get the mission done.

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JOB DESCRIPTION ACKNOWLEDGMENT FORM

I have received a copy of the job description for my position, Women's Servant Leader Formation Facilitator.

I have reviewed this job description and I fully understand all my job duties and responsibilities. I am able to perform the essential functions as outlined.

I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in this job description. If I have any questions about job duties not specified on this description I am asked to perform, I should discuss them with my immediate supervisor.

I understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

Printed Name

Signature

Date