

## **Windsor Village UMC Job Description**

**Job Title:** Director of Supernatural Services and Communications (SSC)  
**Reports To:** Associate Pastor/SSC, Chief Strategist  
**FLSA Status:** Exempt  
**Team:** SSC/PI/ Missionary Strategist

### **A. General Summary and Purpose:**

Responsible for managing and directing all non-pastoral aspects of WVUMC prayer related ministries and activities to the WVUMC staff, volunteers and surrounding community.

### **B. Responsibilities/Major Job Duties:**

- Select, manage and provide leadership for all Supernatural Services and Communications (SSC) staff, ministry leaders and volunteers.
- Work in cooperation with the pastoral prayer strategists to ensure that all activities support the church mission and that the WVUMC goals and team objectives for prayer are achieved.
- Address the daily prayer request and concerns of the congregation and the community by ensuring that every member expressing a special need receives prayer and that follow-up service and referrals are provided when necessary.
- Make hospital visitations; provide prayer in the area of miracles & healing when divine intervention is necessary; also provide prayer for the bereavement ministry and coaching services upon request.
- Coordinate and facilitate the WVUMC Prayer activities, Miracles and Healing Services and other activities to help members and the community better understand the power of prayer, and strategies for improving their prayer life.
- Serves as a Praise and Worship leader during the WVUMC Worship Services and also deliver sermon messages upon request.
- Write Christian Education curriculum and teach bible study when needed.
- Teach New Members about Prayer and the Holy Spirit.
- Structure and lead weekly Staff Prayer activities.
- Ensure the daily operation and staffing of the Power Line and manage prayer request cards and special needs prayer request forms.
- Prepare and distribute the Monthly Fast Calendar and Prayer Petitions.
- Prepare and submit the SSC marketing materials for distribution.
- Facilitate the SSC leadership and SSC Quarterly team meetings.
- Ensure that annual budgets are developed and allotted resources are appropriately administered for maximum impact in accordance with WVUMC finance department guidelines.
- Provide consulting services to community organizations in the area of Prayer, Miracles and Healing, Praise and Worship, and other biblical teachings.
- Other duties as assigned.

### **C. Knowledge Required and Personal Qualifications:**

- Bachelor's degree preferred.

- Minimum five years mid to senior level management experience, including a minimum of two years of leadership in Christian ministry.
- Experience in budgetary, human resource, strategic ministry, and project management preferred.
- Workshop development, presentation and training skills are mandatory.
- Computer and Microsoft Office product skills commensurate with job responsibilities.
- Excellent oral and written communication skills are necessary.
- Bible knowledge, bible study and sermon preparation, and group presentation skills are required.

**D. Contacts Within and Outside of WVUMC:**

Daily contact with church staff and management, volunteers and external entities.

**E. Keys to Success:**

Ability to adapt readily to change, flexibility, and a self-starter. Must able to analyze information, make decisions and problem solve. Must have exceptional human relation skills for staff management, member and community interaction.

**F. Work Schedule:**

The basic work week is 40-hours, however, the time necessary to complete required objectives is expected. Must be able to respond to emergency needs of members, work overtime and irregular hours.

**G. Supervision Exercised:**

This position will involve direct supervision of all employees and volunteers attached to the work areas mentioned in Section A above.

**H. Work Environment:**

The responsibilities of this position will be carried out mostly in a normal office environment with acceptable lighting, temperature and air conditions. Ministry will take place on all WVUMC campuses and throughout the greater Houston area. Some out of town travel is required for training, ministry opportunities and to visit other mega and post modern campuses.

**I. Physical Effort:**

This position is physically comfortable but often requires the lifting of training and ministry materials, and audio visual equipment, props, signs and other communication aids. A lot of walking is required when making hospital visits. Applicant must have a valid driver's license and good transportation.

To apply, please send your resume to [hr@wvumc.com](mailto:hr@wvumc.com) or fax to 713-726-2565.