

Portland Rescue Mission

Director of Ministry



Job Description

Departments: Outreach and Recovery Ministries

Work Location: TBA

Reports to: Executive Director

Employment Status

Full Time

Part Time

On Call

Regular

Temporary

Non-exempt

Exempt

Effective Date: 07.15.10

Typical Hours Required:

Monday – Friday,
Evenings and weekends
as required

General Description of Position

The Director of Ministry will oversee all aspects of direct ministry to the homeless and addicted by Portland Rescue Mission (PRM). Direct reports include the managers of Outreach Ministry, Men's New Life Ministry, Shepherd's Door (includes Women's New Life Ministry and Children's Center Ministry), and Vocational Ministry. There are approximately 56 staff serving in these ministry departments. The Director of Ministry will serve on the PRM Executive Leadership Team led by the Executive Director and including the COO, Director of Partnership and Director of Development.

Essential Functions

- Lead the direct ministry staff of PRM in sharing the Word of God and demonstrating the love of Christ to transform the lives of homeless and addicted people
- Constantly monitor and improve the quality of ministry delivered by PRM through:
 - Providing excellent management of assigned leadership staff
 - Assuring excellence of recruitment and placement of ministry staff and assuring staff's giftings are effectively assessed, cultivated and leveraged for the advancement of the ministry
 - Providing strategic planning and direction regarding growth of ministry, staffing and personnel, program effectiveness and resources

- Diligently cultivating integration and balance of the assigned ministry departments so that they align with the desired ministerial Ends established by the PRM Board of Directors
- Continually developing and monitoring ministry goals, outcomes measurement, and reporting processes
- Cultivate the values and priorities of the PRM Statement of Culture in all areas of ministry oversight with a view to enriching a Christ-centered ministry culture through:
 - Diligent practicing of the disciplines of the faith thereby modeling intentional commitment to spiritual vitality
 - Providing ongoing training and accountability for spiritual growth
 - Continually building and nurturing healing community behaviors among the residents, staff and volunteers
- Collaborate with the Partnership department to establish and enhance partnerships with churches and other volunteers that will expand services to people PRM serves and equip and catalyze the Body of Christ in serving the poor and addicted
- Collaborate with the Executive Leadership Team in developing an annual plan and budget
- Speak at various churches, civic groups and fellowship meetings representing Portland Rescue Mission as needed

Knowledge, Skills, and Abilities

- College degree in related field – Bible college or seminary preferred
- 10+ years experience as executive pastor, program director or management in a related field
- Collaborative leader with excellent managerial skills
- Strong relational and team building skills
- Gifted in organizational development with strong strategic planning abilities
- Creative and logical problem solver
- Demonstrated successful experience and understanding of discipleship or addiction recovery
- Ability to develop budgets and manage expenses
- Good verbal and written communication skills including excellent ability to articulate program, vision and purpose of ministry
- Self starter
- Prompt and thorough in job performance

Personal Attributes & Values

- A personal relationship with Jesus Christ as Savior and a testimony of continued growth in faith

- Spiritual maturity as defined by traditional Biblical Standards
- Adheres to Portland Rescue Mission's Statement of Faith and Code of Ethics
- Desire to serve God in ministry to hurting men, women and children
- Passionate about ministering life transformation
- A pleasant, grace filled manner toward others
- Possess and demonstrates excellent integrity
- Composed and professional
- Self starter
- Ability to effectively handle multiple tasks as assigned
- Ability to lift at least 50 lbs. unassisted

Equipment Used

- Telephone, fax and voice mail
- Computer
- Copier and related office equipment

Other Duties as Assigned

In this and any position with Portland Rescue Mission, it is impossible to predict the many requests and assignments that can and will be made on an employee. Flexibility and a cooperate spirit are crucial characteristics of the person who holds this important position and for the successful operation of Portland Rescue Mission services.

Mission Statement

We share the Word of God and demonstrate the love of Christ to transform the lives of homeless and addicted people.