One Another®
Ministries International

Position Description for
Creative and Technical Ministry Facilitator
(and Ministry Facilitator Intern)

I. Overview of organization

A. **Mission and strategy**: One Another Ministries exists to strengthen the witness of Christ's Church in the world by promoting long-term joy and effectiveness in the lives and ministries of international Christian workers. This is done primarily by providing professional training, consulting, counseling, and resourcing for the development and care of Christian mission organizations and their members, churches on the mission field and their leaders. Ministry is field-based in that it is normally offered as close to the point of need as possible, and normally provided on a short-term intensive basis.

B. **Structure**: The organization's primary business address is in Orange, California USA. The ministry centre location in Cannock, England serves as a base of operations throughout Europe and the surrounding regions, with the possibility of other international ministry locations to follow.

II. Reporting relationship and working conditions

A. Reports to the ministry team leader.

B. One Another team members function as a network of professional service providers, where ministry is carried out in a context of cooperation and mutual support , while working toward the ministry's common goals and with a shared commitment to excellence.

C. Both individual initiative and team spirit are essential.

D. May be called on to travel internationally and to work in nonstandard workplaces.

E. May at times be required to work evenings and weekends to fulfill responsibilities.

III. Key roles and responsibilities

The ministry facilitator does whatever is necessary to ensure that the ministry can be carried out effectively and efficiently. Realizing that no one person can be expected to do all of the following, according to the skills and experience of the individual, this may include such things as:

A. Graphic design and web
   1. Design, layout, and print training and promotional materials.
   2. Design and update web sites and web based training.
   3. Create documents, forms, templates, etc. as needed by the organization.

B. Maintain IT and computer networks, including wireless networking equipment, file servers, network printers, web-based email system, etc.

C. Use social media, written communications, phone conferencing and face-to-face meetings as appropriate.

D. Facilitate and assist when needed with all individual and team ministries, projects, and tasks.

IV. Qualifications

A. Appropriate training and experience for area of ministry specialization.
   1. Internships may be available for those wishing to gain this level of experience.

B. Evidence of personal faith in and commitment to Jesus Christ; knowledge of the scriptures and commitment to life consistent with the Bible; commitment to world missions; commitment to the development and care of international Christian workers.

C. Commitment to One Another Ministries and its mission.
D. Commitment to and evidence of consistently ethical behavior. Passion, integrity, positive attitude, and self-directed.
E. Excellent interpersonal, networking, and relationship building skills.
F. Strong written and oral communication skills.
G. Strong skills in organization and planning.
H. Evidence of adaptability, flexibility, tolerance, creativity, and innovation.
I. Competent computer skills.

V. **Funding and remuneration**

A. One Another Ministries is a faith-based mission ministry whose primary source of income is donations from like-minded individuals, churches and organizations.
B. A budget for personal living expenses and ministry expenses is developed in conjunction with the team leader and the treasurer.
C. One Another Ministries can provide up to 50% of the needed support for full team members. The individual is responsible for securing missionary support to cover the remainder of the needed funds.
D. Interns are responsible for securing the funds needed for their internship.