



## JOB DESCRIPTION

Kingdom Team Director

**START:** May 2025 - August 2025

**LOCATION:** The primary location of work will be based at the EMM Central Administrative Office in Lancaster PA and the Kingdom Team host location.

Living onsite with the summer staff and youth is preferred but not required.

### **AUTHORITY (COLLABORATIVE, SERVING LEADERSHIP):**

The Kingdom Team Director functions with authority from the Community Engagement Coordinator.

### **RESOURCES FOR THE JOB**

Resources delegated to the Kingdom Team Director include:

1. Personal compensation package: FTE: 100%
2. Budgeted amounts for K-team programming.
3. Additional training as needed.

### **LIMITATIONS OF AUTHORITY**

The limitations of authority for the Kingdom Team Director are determined by:

1. applicable civil laws - except those in contradiction to the Gospel
2. executive limitations policies (Cf: Board Policy Manual)
3. CAO employee handbook and all worker information manuals
4. the organization's strategic plans and priorities
5. limitations specific to the Kingdom Team Director position (departmental budget limitations)

### **RESPONSIBILITY (OVERVIEW)**

The primary responsibility of the Kingdom Team Director is to direct the summer Kingdom Team program to give middle and high school youth exposure to cross-cultural missions through discipleship and service. Kingdom Teams are weeklong intensive experiences from Monday morning through Friday afternoon and as such will involve working evenings and potentially some weekend hours.

### **AREAS OF RESPONSIBILITY**

1. Work with the Community Engagement Coordinator in planning the details of the Kingdom Team program. E (see key below)

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The information in this job description is intended to illustrate responsibilities and pertinent qualities for the assignment. This position description does not imply a contract.

#### **KEY**

**E = Essential functions** — Key components of the job; what an individual needs to do to fulfill the requirements of the position.

**O = Other functions** — Job functions that others can do; areas where there is greater possibility of making reasonable accommodation (as per ADA).

- a. Work with other community partners to finalize outreach activities.
  - b. Plan discipleship sessions, housing, summer staff roles, and other areas that need attention for the summer program.
  - c. Ensure clear and timely information is communicated to youth groups who have signed up, as well as to summer staff as they register.
  - d. Prepare the summer staff for their general and individual roles in leading the daily activities of the Kingdom Team program.
2. Oversee the daily activities of the Kingdom Team program E
    - a. Lead the Kingdom Team summer staff in facilitating the daily activities and mentoring the participants.
    - b. Lead preparation and debrief meetings with the summer staff before/after each week.
    - c. Be the point person for smooth communication between the summer staff, youth leaders, outreach partners, hosting organizations, and EMM staff involved.
    - d. Be available to lead sessions, outreach activities, cultural exchanges, or other activities, as needed.
3. Evaluate the program at the end of the summer E
    - a. Meet with all partners involved to get their feedback into the program.
    - b. Compile evaluations from participants, youth group leaders, and summer staff.
    - c. Meet with the Community Engagement Coordinator and other EMM staff involved in the program to discuss the evaluations and explore recommendations for next year.
    - d. Participate with summer staff in a re-entry day to aid in debriefing and evaluating their summer.
4. Follow-up with youth groups/leaders E
    - a. Coordinate with youth leaders to do a follow-up visit with the youth group to discuss how they are continuing to apply what they learned at K-Teams to their lives.
    - b. Meet one-on-one with youth leaders to encourage them in their ministry to the youth, especially as it relates to the concepts and experiences they had in K-Teams.
    - c. Follow-up with summer staff to encourage them in their discipleship journey and missional call.
5. Explore and maintain partnerships in the local community as it pertains to Kingdom Team outreach. E

### **EXPECTATIONS OF RESPONSIBILITY**

The expectations of the responsibility of the Kingdom Team Director are expressed in the above section along with the organization's strategic plans, priorities and goals (reviewed annually with the supervisor), and the operating and financial budget.

The Kingdom Team Director is expected to display the organizational values expressed in

*Christ's Transforming Love* of obedience, well-being, and multiplication as well as the relationship values of affirmation, involvement, and servant leadership with CAO staff, with volunteers, with program participants, with partner churches, and with other stakeholders.

**A. MINISTRY COMMITMENTS**

- Displaying a Christ-centered life. E
- Commitment to integrate prayer into normal day-to-day work responsibilities. E

**B. CHURCH AFFILIATION**

- Active member in a Christ-centered, mission minded congregation with preference to Anabaptist communities. E

**C. TRAVEL**

- Travel for this position includes driving locally for training and service projects. E
- This position requires a current driver's license & good driving record. E

**D. PHYSICAL**

- This position requires that a person have sight and hearing. E
- This person should be able to lift and transport 50 pounds for short distances. O

**ACCOUNTABILITY**

**A. SUPERVISION/ACCOUNTABILITY**

- The Kingdom Team Director will be supervised by and accountable to the Community Engagement Coordinator for performance and for compliance with the limitations of authority and expectations of responsibility.
- Accountability is mutual; the Community Engagement Coordinator is accountable to the Kingdom Team Director for providing the authorization, resources, affirmation, involvement, and servant leadership required for the successful realization of the job responsibility.
- The Kingdom Team Director will be the team leader for the K-team staff.

**B. WORKING RELATIONSHIPS**

- This person will be part of the Mission Team and will be working with:
  - Kingdom Team staff
  - EMM staff and outside partners involved in Kingdom Teams

**QUALIFICATIONS**

**A. JOB EXPERIENCE**

- This position requires one to two years of ministry experience. E
- This position requires leadership experience. E

**B. EDUCATION**

- Requires a high school diploma. E
- One to two years of post high school training is preferred. O

**C. LANGUAGE SKILLS**

- This position requires fluency in speaking, writing, and reading English. E

**D. CROSS-CULTURAL EXPERIENCE**

- This position requires six months to two years experience in another country/culture or extensive travel. O

**E. PERSONALITY AND PERSONAL STRENGTHS**

- Outgoing personality and relational. E
- Good public communicator. E
- Sensitive and/or diplomatic in communication. E
- High capacity to develop and articulate vision. E
- Ability to design and implement training programs. E
- Ability to teach. E
- Ability to understand and the willingness to flow with strategy developed by others. E
- Skills in implementation and follow-through and satisfaction in completing details. E
- Ability to delegate and release others to care for details and implementation. E
- Skilled in both listening (drawing others out) and expression (sharing personal perspectives) for collaboration. E
- Ability to assess and respond appropriately to situations of conflict. E