

CALVARY MURRIETA

MINISTRY POSITION DESCRIPTION

Position Title: Hope Ministries Administrator & Counselor

Reports to: Administrative Pastor

Principle Function

Perform administrative duties for Hope, Biblical Counseling Ministries and special requests made by Administrative Pastor. Assist Administrative Pastor in implementing counseling training and programs for Hope and Biblical Counseling Ministries. Provide leadership and oversight of supervision groups maintaining all counseling protocols. Provide biblical counsel and forensic reasoning to counselors.

Specific List of Responsibilities

- Review and Proof all HOPE work assignments
- Maintain organization of HOPE work assignments
- Maintain organization of counseling focus tools
- Set up training room for all training, new, advanced, and orientation sessions
- Attend:
 - (30 week) new counselor,
 - (1X per year) orientation,
 - (1X per year) graduation,
 - (4-6 Saturdays per year) advanced training
 - (1 Saturday per year) new counselor training make up sessions
- Schedule dates, room use for all new and advanced training as well as graduation ceremony
- Will organize and plan the graduation ceremony
- Run Keynote, and develop PowerPoint presentations, and Keynote when required
- Will lead supervision for counselor groups and maintain the integrity of the counseling process.

- Be available for private counselor / supervision consults
- Be able to lead HOPE work follow up and review during training sessions
- Be able to substitute instruct new counselor training when necessitated by the absence of the main instructor
- Will teach make up sessions (1 Saturday per month)
- Counsel women 2 -3 sessions per week
- Participate in regular meetings to develop future new and advanced training materials

- Additional ministry responsibilities:
 - a. Attend all staff Devotions except for those that conflict with New Counselor Training (Ephesians 4:29)
 - b. Be a good steward with the resources God has provided to Calvary Murrieta (Matthew 25:21)
 - c. Perform duties and responsibilities in a manner to Glorify Christ and further the mission and ministry purposes of Calvary Murrieta (Colossians 3:23, 24)
 - d. Attend all staff meetings and seminars appointed by Administrative Pastor.
- Adhere to church approved guidelines as set forth in Calvary Murrieta's Employee Handbook.
- Other duties as requested by Hope Ministries overseer.

- ****Regular Church Attendance is a requirement for this position**