

JOB GUIDELINES

PERSONNEL

DEVELOPMENT

DIRECTOR

OPEN AIR CAMPAIGNERS, U.S., INC.

(Revised January, 1992)

PERSONNEL DEVELOPMENT DIRECTOR

Purpose

The purpose of the Personnel Development Director is to serve as the chief administrative officer of the Personnel Development Department.

Objectives

The purpose is fulfilled through the following objectives:

- Keep the General Director/Management Team informed of the current operation and future plans of each local Branch;

- Give direction and counsel to Branch Directors and assist them in the fulfilling of their responsibilities;

- Assist in developing seminar programs for each Branch in consultation with the Branch Director;

- In consultation with the General Director/Management Team, prepare, plan and promote for the national training seminars;

- Organize, plan and implement training of the Summer of Service personnel;

- Organize, plan, implement Orientation Candidate School;

- Maintain and update all written materials used for training purposes.

Accountability

The Personnel Development Director is accountable to the General Director/Management Team.

Qualifications

- Personally accepted Jesus Christ as Lord and Savior;

- Be a spiritually mature person, evidencing consistent fruits of the Holy Spirit resulting in a life truly surrendered to God and controlled by the Holy Spirit;

- Possess a genuine burden for the lost and a burning desire to see the Gospel clearly proclaimed, particularly through effective open-air evangelism;

- Demonstrate experience and zeal in Christian service and be assured of a call into missionary service;

Exhibit a restful trust in God for the supply of all spiritual, emotional, physical and financial needs;
Have a background of experience and training which has equipped them for specific ministry with OAC as deemed necessary by the mission;
Be a member, in good standing, of a Bible-believing church;
Have documented proof of ordination, commissioning, licensing or other form of official acknowledgment from their local church indicating approval of this individual to missionary service;
Display soundness of faith and doctrine and have accurate knowledge of the fundamental truths of the Scriptures;
Be able to communicate clearly;
Manifest a love for God as demonstrated by communion with God and the study of His Word;
Able to work harmoniously with others;
Display a cheerful willingness of prompt obedience to those God has placed in authority over them;
Manifest a team spirit and willingness to serve both as a team leader as well as team member;
Willing to abide by the Articles of Incorporation, Bylaws and Policy Manual of Open Air Campaigners.

Function

How elected

Upon recommendation by the General Director/Management Team, the Personnel Development Director shall be elected by a two-thirds (2/3) vote of the National Board of Directors.

Length of appointment

The length of appointment is for an indefinite period of time unless otherwise stipulated at the time of appointment. Should separation be desired by either the mission or the General Director/Management Team, a minimum of three months' notice shall be given unless there is just cause for an earlier separation.

Position

The Personnel Development Director is a member of the Management Team of the mission and is authorized to conduct the affairs of his office and to direct its personnel and ministries in accordance with the Policy Manual.

Conduct

The Personnel Development Director shall at all times conduct himself in a manner bespeaking a servant of the Lord and Christian gentleman, keeping in mind that his conduct reflects upon the Lord, the mission, and himself.

Authority

The Personnel Development Director has authority to function as the chief administrative officer of the Personnel Development Director's office in accordance with the Policy Manual.

Responsibilities

Direct the operation of the Personnel Development Director's office and develop plans and programs in consultation with the General Director/Management Team;

See that mission policies and practices are followed by the personnel of the Personnel Development Director's office;

Assist the General Director/Management Team in the preparation of the annual and semiannual reports for the Board of Directors;

Make decisions and act in the absence of established policy;

Hire and dismiss administrative staff within the Personnel Development Director's office;

Lead the department in goal setting;

Recruit individuals for staff positions;

Head up training of all prospective, new and existing staff;

Oversee all training conducted by staff;

Organize, plan and implement national staff conferences.

Duties

Collect reports from all national seminars which include dates, number of students, meetings held, financial reports and approximate attendance;

Carry on official correspondence as required by the office;

Evaluate each national seminar and candidate school to see if objectives and goals have been met;

Attend Management Team meetings;

Provide all staff with updated information concerning new training methods and techniques at least twice each year;

Send out follow-up letters twice a year to all who have participated in national OAC training seminars;

Keep the General Director/Management team informed of impending developments in the area of training and of other newsworthy items;

Represent the mission in churches and educational institutions as time permits;

Maintain an ample supply of training materials for staff and interested persons to purchase;

Oversee, plan and execute Candidate School and any other Intern Orientation programs of the mission;

Coordinate all Summer of Service promotion and placement of personnel;

Ensure that all national seminars and candidate schools have sufficient staff, materials, transportation, accommodations, lecture materials, follow-up materials, financial report forms and administrative materials;

Organize, print and distribute promotional information concerning national seminars and candidate schools at least nine months in advance of the actual activities;

Correspond with those who have participated in national seminars and/or candidate school in regard to new messages, helpful hints and new materials.

Relationships and Communication

Open communication and healthy ministry relationships are essential ingredients to a God-honoring operation. The following are some primary and secondary relationships we need to maintain carefully:

Primary

Board of Directors

Management Team

Branch Director

Local branch staff

Local branch volunteers

Branch committee members

Local church leaders

Prayer and financial supporters

Secondary

General Christian public

Other mission agencies and mission personnel

Christian colleges and school

Standard of Performance

At least once each year, the Personnel Development Director will receive an evaluation by the General Director/Management Team. The standards of faithfulness, excellence, punctuality, maturity of attitudes, and effectiveness in communication will be considered.