

## **Job Description for the Sanctuary Director Minister Position, Full-time or Part-time**

The Sanctuary Director:

- Demonstrates a clear understanding of and genuinely embraces Awakening Together's Purpose and Core Values. Effectively administers the Sanctuary in accordance with Awakening Together's Purpose and Core Values.
- Is a fully ordained Awakening Together Minister and meets the requirements of an Awakening Together ordained minister as laid out in Procedure IV of the Minister Ordination and Licensing Policy and Procedure.

The Sanctuary Director may be hired as the Acting Sanctuary Director if he/she is not an Awakening Together Ordained Minister at the time of employment. However, in order to be hired as Acting Sanctuary Director, the candidate must commit to becoming an Awakening Together Ordained Minister and must begin participation in the Minister Preparation Program (MPP) as soon as possible after accepting the Sanctuary Director position if he/she is not already actively participating in the program. He/she must complete the MPP program within 36 months of date of hire.
- Effectively and responsibly carries out the duties of the Sanctuary Director as outlined in this job description in accordance with 501(c)3 and church laws, regulations and legal precedent, the Foundation for the Holy Spirit's Constitution and Bylaws, and Awakening Together's Policies and Procedures.
- As a leader and representative of Awakening Together, maintains a positive and exemplary image to members and the public by representing the Foundation for the Holy Spirit's mission, Awakening Together's Purpose and Core Values and by living and working in accordance with Procedure I, Code of Ethics, of the Leadership and Governance Policy.
- Has overall responsibility for the activities, status and performance of the Sanctuary in accordance with 501(c)(3) and church laws, regulations and legal precedent, other applicable laws and regulations, the Foundation for the Holy Spirit's Constitution and Bylaws and Awakening Together's Policies and Procedures, especially the Sanctuary Policy and Procedure and the Speakers Policy and Procedure.
- Demonstrates a clear understanding of how the Sanctuary Etiquette upholds the spirit and intent of the assembly's Purpose and Core Values by providing the right atmosphere in the Sanctuary for the furtherance of the Purpose and Core Values.
- Is prepared for and attends meetings of the Member Board of Trustees. Participates effectively in discussions. Effectively and responsibly carries out all duties assigned during Member Board of Trustees meetings.
- Effectively serves on the Leadership Subcommittee. Participates effectively in discussions. Effectively and responsibly carries out all duties assigned during Leadership Subcommittee Meetings.
- Recruits, trains, schedules and supervises Sanctuary Administrators to ensure effective and responsible administration of the Sanctuary in accordance with Awakening Together's Purpose and Core Values, Awakening Together's Sanctuary Policy and Procedures and Awakening Together's Speakers Policy and Procedures. Maintains a list of all Awakening Together Administrators including

but not limited to each one's name, email address, telephone number and date of certification as an AT Admin.

- With the advice and consent of the Leadership Subcommittee, recruits, selects, and schedules Sanctuary speakers to ensure effective and responsible administration of the Sanctuary in accordance with Awakening Together's Purpose and Core Values, Awakening Together's Sanctuary Policy and Procedures and Awakening Together's Speakers Policy and Procedures.
- Ensures all regularly scheduled speakers receive a copy of Awakening Together's Speakers Policy and Procedure prior to their first scheduled timeslot. Provides or arranges for technical training for speakers in a timely manner, as needed.
- With the assistance of other Sanctuary Administrators, monitors speakers to ensure they adhere to Awakening Together's Purpose and Core Values, the Sanctuary Policy and Procedures and Awakening Together's Speakers Policy and Procedures. Maintains an up-to-date list of email addresses for all current Sanctuary speakers.
- Maintains the Sanctuary Schedule on [awakening-together.org](http://awakening-together.org) with timely and accurate program information to include the program title, the speaker's name and additional relevant information that may be helpful to members.
- Communicates special Sanctuary events widely and in a timely manner by making announcements in the Sanctuary, using social media and with well-written special event announcements posted to the website. Special events include but are not limited to special guest speaker events, new regular speakers that may be of special interest to members and friends, schedule changes that may be of special interest to members and friends, and memorial services. Uses effective discernment in coordination with the Leadership Subcommittee in choosing which announcements to post on the website.
- Uses the Sanctuary to positively and broadly communicate regarding Awakening Together's Purpose, Core Values, Sanctuary Etiquette, Awakening Together programs (to include but not limited to Sanctuary programs, member meetings, retreats, classes, & the Minister Preparation Program) and other special announcements.
- Ensures the recording of Awakening Together's primary weekly gathering and other programs as assigned by the Leadership Subcommittee or Member Board of Trustees. Ensures the recordings are effectively uploaded to the server and accurately posted to the website in a timely manner.
- Manages Awakening Together's Sanctuary and internet radio broadcast to include scheduling pre-recorded radio programming and addressing maintenance issues as they arise.
- Coordinates with vendors and others as needed to resolve Sanctuary and radio broadcast related technical issues effectively and as quickly as possible.
- Responds to members and guests regarding the Sanctuary, the internet broadcast and any other areas of responsibility effectively and in a timely manner.
- Effectively and responsibly carries out all duties as assigned by the Board of Directors, the President-Minister, the Leadership Subcommittee and Awakening Together's Policies and Procedures.
- Is supervised by and responsible to the President-Minister.