



Position Title:	AWANA Commander	Position Type:	Half-Time (15-20 hours/week)
Ministry:	Christian Education (CE)	Date Posted:	
Salary Range:		Posting Expires:	
Applications Accepted By: Fax: 703 657 0342 Email: CMjobs@odpcec.org (Subject Line: AWANA Commander) Mail: Open Door Presbyterian Church 2999 Centreville Road Herndon, Virginia 20171			

Position Description
<p>Purpose: The AWANA Commander of Open Door Presbyterian Church (ODPC) shall, under the leadership of the English-speaking Congregation (EC) Pastors and Korean-speaking Congregation (KC) Pastors of ODPC, lead the AWANA staff in ministering to the young children of the entire ODPC family in harmony and pursue the mission and vision of ODPC. The Commander is responsible for setting the vision and leading the team of AWANA Directors to fulfill it, while continuing to create an effective and exciting environment where children can come to know and love God. He/she provides direction, enthusiasm, leadership and support for AWANA directors, leaders, clubbers and parents. He/she, along with the supervising pastor, is the communication link between the church staff and the AWANA ministry.</p> <p>The Commander will support the EC & KC pastoral staff and Christian Education (CE) staff in congregation-wide and CE-wide events. The Director must work on Friday evenings (to lead and monitor the AWANA program), during the week to prepare and some weekends.</p> <p>Primary Duties & Responsibilities— A Commander is responsible for the overall club operation. He/she will perform the duties and responsibilities included in this role description:</p> <p>AWANA ministry advocate A Commander has the lead influence over the club’s passion, commitment and accuracy in evangelizing and discipling children and youth. He/she also can influence the priority of the AWANA ministry at ODPC. Responsibilities within this role are the following:</p> <ul style="list-style-type: none"> • Ensure that the gospel is presented regularly, accurately and clearly. • Communicate passion and vision to AWANA leaders, parents, church leadership and the congregation. • Communicate ministry needs to church staff and request resources, facilities and equipment to support the ministry. • Work with church staff to help achieve evangelism and discipleship goals of the church. • Work with church staff to integrate the AWANA ministry with other ministries. • Organize and prepare weekly CE ministry reports for pastoral staff meetings. • Communicate weekly with CE staff via one-on-one meetings, email and phone.
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Shepherd

The success of an AWANA ministry depends largely on a Commander’s ability to recruit and shepherd volunteers. A Commander sets an example by shepherding directors who, in turn, shepherd leaders. Shepherding is Christ-like leadership that involves motivating, developing, recruiting and training. A shepherd is responsible to do the following:

- Regularly practice disciplines of Christian living to ensure a growing, personal relationship with Jesus Christ.
- Encourage spiritual growth in others.
- Motivate volunteers through vision casting, recognition and team building.
- Provide training opportunities for leaders to grow spiritually and serve excellently.
- Recruit and select volunteers using biblical principles.

Administrator

A Commander oversees administrative functions to ensure clubs run smoothly. While some tasks may be delegated, a Commander ultimately is accountable to a church’s staff for the AWANA ministry. A Commander must do or ensure the following administrative responsibilities:

- Establish, communicate and implement administrative club policies.
- Complete and submit AWANA annual registration renewal paperwork.
- Order AWANA materials (i.e., order books, uniforms and other materials based on need).
- Prepare budgets and assure good stewardship within a church’s AWANA clubs.
- Coordinate club calendars and integrate them with a church’s calendar.
- Schedule club night speakers.
- Plan and promote leadership dedication ceremony and the award program.
- Set up & Wrap up before and after each AWANA program.

Leader

A Commander must lead his team to success. Leadership is required in the following ways:

- Assess clubs performance to help club leadership improve its performance and club operation.
- Provide Yearly report to CE Elders and supervising Pastor.
- Pray for clubbers, leaders and parents on a regular basis, and encourage all leaders to do the same.
- Discipline clubbers, when necessary.

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Communicator

A Commander is the main communication link between a church’s staff and club leadership. He/she also communicates with clubbers, parents, community members and the local AWANA missionary. Some responsibilities within this role are the following:

- Promote and publicize local, regional and national AWANA events and ministry opportunities and coordinate club participation in these events.
- Promote and publicize the AWANA club ministry to the church and community to generate awareness and increase participation.

Accountability

The AWANA Commander is accountable to the Senior Pastors (EC and KC) of Open Door Presbyterian Church and the joint EC and KC elder board session of the church via the Elders in overseeing CE.

Special Traits/Skills

An AWANA Commander must demonstrate the following:

1. Trust in Jesus Christ as his or her personal Savior.
2. Growth in his or her relationship with Jesus Christ.
3. Possess Christ’s love for children and families.
4. Passion for children and youth coming to know, love and serve our Lord Jesus Christ.
5. Shepherding and Leadership abilities—Ability to build and lead volunteer teams.
6. Excellent administrative and organizational skills and experience.
7. Effective communication skills in a large group setting and one-on-one.

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Additional Responsibilities & Expectations

1. Born-again Christian who feels a call by God into vocational ministry
2. Commitment to the authority of Scripture
3. Commitment to living out Jesus’ Great Commission
4. Minimum one-year commitment

Revised May 2018