Chi Alpha Campus Ministries
National Personnel Director

Summary

The national Personnel Director of Chi Alpha Campus Ministries shepherds the pastoral care of our current missionaries and directs our process for missionary appointment though the Division of U.S. Missions. You will steer the healthy staff initiative of Chi Alpha by promoting the spiritual, emotional, relational, and financial health of our missionary leaders and families. You will guide our nationally appointed missionaries through the application, appointment, and commissioning process, assist with establishing appropriate budgets, and monitor the ongoing budgetary health of our nationally affiliated and appointed missionaries and missionary associates.

Superintendence

The national Personnel Director is ultimately accountable to the Senior National Director and directly accountable to the Program Director. The national Personnel Director directs and oversees a Personnel Team comprised of individual program directors and specialists. Examples of individual programs include: the Healthy Leaders Initiative, the Missionary Kids Program, Support Raising Training and Coaching, and the Spirit Empowerment Initiative. You will serve on a team chaired by the Program Director along with the Field, Training, and Cross-Cultural Missions Directors, thus weighing in on the comprehensive national Chi Alpha Programme.

Representation

The national Personnel Director represents the strategic intent of the Personnel Team to the Executive Ministry Team (EMT). With mutual agreement between you and your supervisors, you may step away from serving on the EMT for a short period of time for the purpose of personal renewal and refreshing.

Responsibilities

- Identify and project the current and future personal holistic health needs of our missionary staff families through proven research methods and by monitoring the regular missionary reports.
- Recruiting of new vocational missionaries.
- Initiate and develop programs that foster missionary health for their physical wellbeing, emotional health, strong relationships, and financial solvency.
- Manage the long-standing missionary appointment process of Chi Alpha.
- On behalf of the senior national director, represent Chi Alpha to executive leaders of the Assemblies of God on the local church, district council, and National Leadership and Resource Center (NLRC) levels.
- Encourage the spiritual empowerment of our missionaries.
- Foster a vibrant missionary kids culture for the children of our affiliated missionary families.
- Facilitate the pastoral care to our missionary families who are under-going physical health concerns and/or high stress situations.
- Recruit effective leaders for the Personnel Team.
- Confidentiality is a core value and must be observed.
- Manage the personnel budget.
- Represent Chi Alpha to the auxiliary ministries of the Assemblies of God, i.e. Speed the Light (STL), Light for the Lost (LFTL), and Boys and Girls Missions Challenge (BGMC).
• Take advantage of ongoing professional and personal development for yourself and Personnel Team members.
• Resolve any specific personnel and/or program problems within the Personnel Team and make whatever adjustments deemed necessary.
• Maintain a keen understanding in the field of human resource development and corresponding best practices.
• Guard the long-standing culture of healthy relationship building that is implicit within national Chi Alpha Campus Ministries.

Requirements

• Proven working experience serving the leaders and programs of the General Council of the Assemblies of God and a sincere appreciation for the Assemblies of God.
• Track record in designing and executing successful healthy leader programs.
• Pentecostal in theology, ministry and personal experience.
• A background and deep-rooted relationship in Chi Alpha and a healthy appreciation of the culture of Chi Alpha.
• Competent public and inter-personal communication skills.
• Ability to lead a high-performance team.
• Report writing and record keeping ability.
• College degree, advanced degree preferred.
• Raise a missionary budget and have or pursue national appointment with U.S. Missions.
• Live and base from the National Chi Alpha Ministry Center in Springfield, MO.
• Ministerial ordination with The General Council of the Assemblies of God is preferred, but those presently licensed and working towards ordination will be considered.

Best Practices

• The Personnel Director is ex officio on all task groups and committees within all the individual programs on the Personnel Team.
• Chair Personnel Team meetings.
• Lead the Personnel Team in the development of the strategic objectives for every individual program with a view on both the short-term and long-term effectiveness.
• Foster collaboration and emotional support among the Personnel Team members.
• Meet regularly on a one-on-one basis with each individual program director and with associate staff as appropriate.
• Pray together often.
• Celebrate wins.
• Keep the national Program and Field Directors apprised of new developments in Chi Alpha Personnel.
• Research for new best practices and process them with the Personnel Team.
• The national Personnel Director holds a veto ability on any decision affecting the Personnel Team from both within and without.
• Raise funds for the Personnel Team and its programs.
• Collaborate with the Operations Team at all times.
• Teamwork reflects the national core values of Chi Alpha Campus Ministries.
• Collaborate with AGUSM.