

St. John has budgeted \$6000 for leadership dollars of the LOGOS ministry. We are looking for a part-time employee who would become the LOGOS Director to coordinate this ministry, engage volunteers, call parents, guide the leadership team, and provide help as needed for us to increase children's midweek ministry from grades K-12.

The LOGOS Leadership Team serves as decision makers, encouragers, troubleshooters and vision casters for LOGOS. This team is made up of volunteers who agree to serve for a set length of time (i.e. 2 years), with intentionally defined responsibilities. Volunteer positions on the LOGOS leadership Team are:

Bible Study Coordinators  
Worship Arts Coordinator  
Recreation Coordinator  
Family Time Coordinator  
Kitchen Coordinator  
Treasurer/Record Keeper

*To have the most effective Leadership Team, annual attendance at LOGOS training by, at least, a portion of the team will be a requirement.*



The responsibilities for the LOGOS Leadership Team include:

- Praying regularly for the ministry, staff, and young people
- Setting expectations for parents, doing whatever it takes to involve parents in LOGOS
- Defining roles for all volunteer positions, including those of the Leadership Team
- Overseeing the calling of all volunteers (see Work of the Call Team in this resource)
- Setting schedules
- Maintaining LOGOS finances, including setting and collecting registration fees and administering scholarships
- Creating and sustaining scholarship funds for families who need financial assistance with LOGOS
- Planning and overseeing special events and service projects
- Evaluating the effectiveness of the ministry
- Responding to problems and concerns
- Creating and making available the parent and staff handbooks
- Supporting and empowering LOGOS staff and parents

## ROLES

LOGOS Directors have gifts for leadership, administration, communication, organization, inspiring others, creativity and faith. The most important role for the LOGOS Director is to empower and equip the Leadership Team so the team can be a positive force for LOGOS in the church. Specific responsibilities include:

- Calling and leading monthly Leadership Team meetings (team may meet more frequently in summer months)
- Overseeing members of the Leadership Team
- Overseeing call process for LOGOS staff
- Serving as a resource person to all areas of LOGOS
- Coordinating communication between church staff and LOGOS staff
- Conducting evaluation of the effectiveness of LOGOS
- Calling and leading LOGOS staff meetings
- Encouraging and affirming volunteers
- Coordinating disciplinary efforts
- Praying regularly for all leaders and young people in the ministry
- Acting as an ambassador for LOGOS within and outside the church
- Promoting attendance by LOGOS staff and volunteers at **LOGOS Encounter** training events

GenOn Ministries  
FOOTPRINTS  
A Step-by-Step Guide to  
Building and Sustaining LOGOS



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## Co-Directors

Instead of a Director, or a Director and Assistant, two people may work together as partners to see that the job of the Director is accomplished. The responsibilities are divided according to the talents and gifts of each of the Co-Directors. Clear and frequent communication between co-directors is essential to the smooth administration of the ministry. Plans should be in place to smoothly transition to new Co-directors as a predetermined time.