

BRIARWOOD PRESBYTERIAN CHURCH

POSITION TITLE: Field Staff / Assistant to Executive Director Christian Medical Ministry of Alabama

Contact:

Mardon Day
Executive Director
Christian Medical Ministry of Alabama
205 776-5470
mday@briarwood.org

I. POSITION SUMMARY

The basic function for this position is to assist the Executive Director in his goals to win and build multiplying disciples in the medical community in Birmingham and to assist in the planning, organizing, and administrating of our weekly and annual activities to impact Birmingham with the gospel.

II. POSITION REQUIREMENTS

KNOWLEDGE:

It is desirable that this person has some experience in the medical field or demonstrated effectiveness in discipleship, Bible study, evangelism and administrative skills. He needs to be aware of the culture of the medical field and/or be comfortable in developing relationships in that context. Theological training is desirable, though not required.

SKILLS:

This job will require proficiency in coordinating and planning evangelistic events, dinners, retreats and other special events. He would need to assess, organize and instigate small group Bible studies in the medical community and spend time one-on-one with students, residents, and physicians. Also, he needs skill in scheduling speakers for meetings and helping think through what is needed for meetings. These all imply that this person have skills in initiating and continuing personal relationships.

PERSONAL AND PROFESSIONAL TRAITS:

Self-starter, able to form and work with teams, a team player, strong work ethic, creative, committed to the long haul and can plan and implement events.

III. POSITION RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

1. Initiate and organize small group Bible studies in the various hospitals and at med school in Birmingham, either conducted by himself or those that he trains.
2. Assist with the planning and execution of weekly outreach meetings, including contacting potential speakers.
3. Help maintain contact with the alumni that have been involved with our ministry, whether in the state of Alabama or outside. This is for both prayer and financial support of the ministry.
4. Find and implement creative evangelistic strategies for reaching the unchurched and non-Christians in the medical field.
5. To implement, update and maintain use of social media: including Facebook, Twitter, Instagram, Email, the CMMA Webpage and similar social media tools to improve the timeliness of information-sharing.
6. To raise the necessary support needed to fund the position and communicate with supporters regularly.
7. Represent CMMA at his local church and others, as appropriate.
8. Be involved in his own personal Bible study, prayer and preparation for small group, reading, studying and teaching.
9. Be responsible for raising money for his salary, benefits and reimbursable expenses.
10. Take on the responsibility of coordinating one of the CMMA evening meetings, either the Couples meeting, or the Singles meeting.
11. Keep the director informed each week in writing or verbally as to ministry activity needs. Find ways to assist him in his ministry.
12. Assist with the implementation of annual mission trips. This would include the administration and recruiting of students & physicians and/or participating in these trips.
13. Train students & physicians to integrate spiritual realities with their medical practices to treat the whole person. Be actively involved with sharing Christ with others and training students & physicians to do so also.