



May 15, 2025

Director of Ministerial Support (DMS) Job Description

DMS Responsibilities:

The DMS is responsible for assisting the Senior Pastor in leading the church to function as a Global Methodist Church (GMC). The DMS will assist in leading the congregation, the church organizations and ministries, and the church staff in the performance of their assigned duties. The DMS will, under the direct supervision of the Senior Pastor, and in coordination with the Trustees and church staff:

- Lead the church in the achievement of its mission,
- Proclaim the gospel, administer the church's mission and exercise watch-care over the spiritual life of the church,
- Assist Senior Pastor in extending loving care to the church members and other people in the community including visitation, weddings, funerals, etc.
- Specific direct responsibilities as assigned by the Senior Pastor.

Qualifications:

The DMS should possess higher education experience or comparable work experience. It is preferable that candidate has a college degree in studies that will assist in their responsibilities in developing successful ministries at KMC.

KMC Work Schedule:

- Full-Time, 40 hours per week, employment with a flexible schedule as coordinated with Senior Pastor. The DMS may spend time away from the office to accomplish his duties as established by the Senior Pastor.
- Sunday is considered a normal workday, so days off for the DMS shall be scheduled by church leadership.



Supervisor:

The Senior Pastor and responsible to the Staff Pastor Parish Relations Committee.

KMC Specific Responsibilities:

- Acts in the absence of the Senior Pastor, receiving ministerial phone calls, leading meetings, overseeing worship services, and other ministerial duties of the Senior Pastor.
- Assists in ministerial duties including but not limited to assisting in the areas of discipleship development, ministry counseling, pastoral care, prayer focus, and efforts as required by the Senior Pastor,
- Shepherd Children and Youth leaders to ensure biblically sound discipleship for young families. Aid volunteers in this area when needed.
- Assist in administrative duties including but not limited to assisting the Senior Pastor by ensuring the operational readiness of the church through direct oversight/supervision of the support staff and volunteers performing duties in administration, finance, human resources, ministries, missions, facility management, etc.
- Be the primary point of contact for Committee Chairpersons and Ministry Team Leaders. Areas of responsibility may vary at the discretion of the Senior Pastor.

Compensation:

Salary will be an annual sum of \$50K with \$9K for reimbursable expenses for church related business. Salary to be reviewed annually.

Please submit your resume and letters of reference (1 professional and 1 personal) to:

Knightsville Methodist Church
c/o DMS Selection Committee