



INTERNATIONAL  
NETWORK OF  
CHILDREN'S  
MINISTRY

## Job Description

### Training Manager

## POSITION

Staff Member: Open  
Position: Training Manager  
Reports To: Program Operations Director  
Revision Date: May 2019  
Classifications: Manager / Dual Status / Full-Time / Salaried / Exempt

## OBJECTIVE

The objective of the Training Manager is to position INCM as the global leader in training for children's and family ministry leaders. The Training Manager ensures an integrated approach to training across all initiatives of INCM to equip, inspire, and resource the community. The oversight of training for INCM includes: strategically implementing initiative vision and priorities, strategically and relationally managing speakers and presenters, building a strong network with ministry leaders inside and outside the field of children's and family ministry, and developing a diverse core team of volunteers to effectively serve the ministry of INCM.

## GIFTS

In addition to *spiritual maturity*, the gifts most critical to this position are Leadership, Administration, Teaching, Communication, and Shepherding.

## CORE COMPETENCIES

- Training and Development
- Commitment to Excellence
- Coaching and Mentoring
- Strategic Thinking
- Collaboration
- Innovation Orientation
- Methodical Approach
- Planning and Organization

# ESSENTIAL DUTIES & RESPONSIBILITIES

## MINISTRY EXECUTION

- Ensures effective communication to staff, speakers, volunteers and INCM participants related to training and content.
- Develops and manages annual training schedule and calendar to coordinate efforts to serve the children's and family ministry community across multiple initiatives.
- Builds a diverse network of trainers and ministry practitioners.
- Explores and presents unique training methods to be utilized by INCM.
- Prepares reports for the Board of Directors as needed.
- Regularly provides content for the INCM blog and social media channels.
- Contributes to vision and direction for new ministry initiatives.

## EVENT RESPONSIBILITIES

- Contributes to content vision for INCM events.
- Oversees selection, contracts, and scheduling of breakout speakers for all INCM events ensuring that all speakers are selected in a manner consistent with INCM's vision, mission, and values.
- Oversees and directs hospitality of breakout speakers at all INCM events.
- Manages customer service for speakers to ensure a thriving relationship between the talent and INCM.

## INITIATIVE RESPONSIBILITIES

- Executes on vision and direction for certification course programs.
- Oversee development, selection, contracts, and scheduling of training content for INCM and our members.
- Provides collaborative training support for the Program team.

## VOLUNTEER DEVELOPMENT

- Recruits and trains volunteers to support the administrative functions of training.
- Incorporates a process for volunteer care, appreciation, and growth.

## OTHER DUTIES AS-NEEDED

The Training Manager agrees to take on additional responsibilities as directed by the supervisor and as necessary for the continued development of INCM. These responsibilities will most likely be added according to the gifts, passions and talents of the employee, designed to address the growing and changing needs of the ministry team and may be added at the initiative and discretion of the supervisor.

## RELATIONSHIPS

- Reports to the Associate Director.

- Interacts most significantly with the Program Team (Community Development Manager and Resource Manager).
- Interacts frequently with Marketing Specialist.
- Helps recruit and train a team of volunteers to support ministry initiatives
- Submits to the Board of Directors

## REQUIREMENTS

- Minimum of a Bachelor's degree or related ministry leadership and administrative experience
- Must live in or being willing to relocate to the greater Chicago area.
- Excellent written and verbal communication skills for use in a variety of settings from formal presentations and pitch meetings to medium size group gatherings to 1-on-1 recruiting
- Flexibility in scheduled work hours based upon special events
- Key spiritual gifts of leadership, administration, teaching, and communication
- Proven success in strategic ministry execution
- Evidence of a passion for children's and family ministry
- Ability to fulfill the physical, mental and emotional requirements of the position
- Willingness and ability to comply with and support all policies, procedures, standards and statements outlined in the Staff Handbook and other governing documents created for INCM
- A growing committed follower of Jesus Christ. (1 Tim 3:1-7; Titus 1:6-9)