

Position Description

Position

Job title: National Partner - Kenya

Department: Missions

Position budgeted YES NO

Duration

Continuous Fixed-duration: To _____
Month Day Year

One year from date of hire, with annual review of continuance

Work Schedule

Full-time:
 40 hours

Part-time:
Hours per week: _____

Days to be worked: Mon Tues Wed Thu Fri Sat Sun

Position Description

A. Briefly state the general purpose of the position. This is a synopsis of why the position exists and should only be one or two sentences long.

The National Partner is an individual who participates with the ministry of Denton Bible Church in a given country to cultivate, equip, and mobilize Christian leaders worldwide while being challenged to grow both culturally and biblically and engaging another culture for an extended period to broaden life experience and see if missions could be a long-term calling.

B. List the essential duties (major responsibilities) in order of importance. Each duty should define what is done (the action), how it is done (method and means), and why it is done (end result).

- 1) Provide practical assistance as needed to SERVE Kenya and national Christians.
 - a) Participate in the organization, planning, and delivery of BTCP curriculum, local ministry and discipleship projects as identified and approved by the Country Director.
 - b) Maintain accurate records of and coordinate payments of all BTCP manuals and NIV Study Bibles received and dispatched to destinations within Kenya.
 - c) Contribute to and support field team activities in organizational planning and ministry involvement.
 - i) Oversee and provide event coordination.
 - ii) Ensure proper scheduling of set-up and take-down for meetings, events, worship, wedding, funerals, and any other planned or unplanned activities.
- 2) Assist the Country Director in developing mission, long-term goals, and ministry for the SERVE team.
 - a) Ensure SERVE Compound provides a safe and suitable working environment.
 - i) Organize security and general administrative services.
 - ii) Regularly stock refrigerator with water and soft drinks.
 - b) Maintain and clean SERVE Compound resources, property, and landscaping, specifically ensuring electrical and well water components are in good working condition.
 - i) Serve as primary contact for facility-related emergencies, which may require evenings and weekends
 - ii) Inspect structure of buildings to determine if repairs are necessary and advise on solutions.
 - iii) Toilets should be in good working condition.
 - iv) Generator should be regularly inspected.
 - c) Maintain an updated assets register of all assets, including but not limited to: chairs, tables, electronics, tables, and kitchen utensils.
- 3) Other duties as assigned.

FORWARD COMPLETED FORM TO HOME OFFICE

Country Director

National Partner

PRINT NAME

PRINT NAME

SIGNATURE

DATE

SIGNATURE

DATE