



Job Description

Position: Impressions of the Master Director
Reports to: Chaplain for Outreach
Revision date: 2010.08.16

Qualifications

- Be organized, responsible, and able to effectively communicate with the Chaplain for Outreach and the drama team
- Have previous experience in drama, ministry, and leadership
- Ability to convey the Adventist message through the use of drama

Essential Duties and Responsibilities

The Impressions of the Master Director will correspond with Impressions of the Master Assistant Director, Campus Ministries leadership team, and the Impressions of the Master Drama Team, in the following manner:

1. Work within the ministry budget to outline supplies that will be needed throughout the year.
2. Maintain a current list of volunteers and contact information and record weekly attendance.
3. Organize drama programs and events in area churches, schools, or other entities where ministry can take place.
4. Create itineraries to be reviewed and approved by the Chaplain for Outreach for any presentation or trip no less than 2 weeks prior to any given event. Exceptions may be made.
5. Submit report of 1) volunteer attendance and program attendance, 2) highs and lows of the event. This should be submitted no later than 24 hours after the program, presentation, or trip.
6. Copy the Chaplain for Outreach on e-mail written/relating to Impressions Drama Team

Time Commitment

1. Attend Campus Ministries Axis Leadership Retreat at the beginning of the year.
2. Attend and help with Ministry Fair at the beginning of the year.
3. Attend weekly Outreach Leadership meetings (approximately 45 minutes)
4. Attend weekly meetings with the Chaplain for Outreach (approximately 30 minutes)