

Director (or Administrator)

The Director is responsible—with the help of the Alpha Team and Alpha Task Force—for all the practical aspects of setting up and running an Alpha course including all phases of Alpha (the Introductory Dinner, the 10 weekly sessions, the Alpha Weekend, and the Celebration Dinner). The Director's amount of involvement with the specific details of Alpha will vary by the size of the course. In smaller courses the Director will have more hands-on involvement, and as a course grows, this person will delegate more to an Alpha leadership team as detailed in the suggested following job descriptions.

Qualifications

A spiritually mature Christian who has a heart for the lost; understands and agrees with the philosophy and theology of the Alpha ministry; sees Alpha as an ongoing ministry, not a onetime event; and possesses gifts in the area of leadership, administration, and helps.

Specific Responsibilities

1. Oversee the planning and running of the Alpha course.
2. Assist the Church Leader in selecting an Alpha Team as needed depending on course size.
3. Schedule monthly planning and prayer meetings with all coordinators and team leaders. Report progress to the Church Leader.
4. Work with the Church Leader to provide team members with training, clear instructions, and deadlines for their areas of responsibility.
5. Encourage team members to prepare for the prayer ministry times and each session with prayer.
6. During the course conduct weekly administration and prayer meeting. For larger courses, this responsibility can be delegated to the Small Group Coordinator.
7. Model spiritual leadership by being available to all team members, praying for them regularly, and consistently affirming them.
8. With the Book Table Coordinator, determine quantity of all course materials (*The Alpha Course Guest Manual* and *The Alpha Course Team Manual*, *Why Jesus?*, *Why Christmas?* or *Why Easter?*, *Questions of Life*, and *The Alpha Course Director's Handbook*) and related reading.
9. Order and maintain an adequate quantity of Alpha resources and related reading. In larger courses, oversee the Book Table Coordinator who will order and maintain resources for the book table.
10. Conduct an evaluation of the ministry with the help of the Alpha Team and the "Alpha Questionnaire."
11. Schedule a post Alpha evaluation meeting. Based on the completed questionnaires, determine necessary changes and adjustments to increase the effectiveness of the Alpha ministry.