



## POSITION DESCRIPTION

### Ambassador

Directly Reports to:	District Leader (or next level assigned leader)
Oversees:	Volunteers
Internal DJJ Interaction:	President, Operations Director, Partnership Director, Zonal Representative, Area Director, Regional Coordinator, District Leader, and other Ambassadors
Outside DJJ Interaction:	Ministry Leaders, Other Organization Leaders, Disciple-makers, Disciples

#### MISSION:

- *An Ambassador's core mission is to create and utilize opportunities to share the Partnership Training, thereby motivating disciple multiplication using DJJ resources to grow the Kingdom.*

#### OUTCOMES (Job Tasks, Metrics, or Accountabilities):

1. This position will be measured by the successful growth of at least 10% yearly. Metric presently includes Partnership Training Participation as a trainer or host and discipleship Certificates of Completion awarded. This position will be reviewed annually.
2. Recruit high influencing and prolific ministry leaders to attend the training and begin to multiply disciples.
3. Recruit Ambassadors and other partners who will help expand impact.
4. Develop creative ways to expand Partnership Training attendance using social media, apps, face-to-face meetings, and so on.
5. Discover and develop leadership and financial resources to create a self-sustaining ministry.
6. Maintain the highest levels of integrity by adhering to the Ambassador Covenant and accuracy in reporting.

#### COMPETENCIES (Job Requirements, Skills, or Knowledge):

- **Godly.** Maintain a vital and growing relationship with Jesus Christ.
- **Leader of Leaders.** Lead and train others who lead others to make disciples.
- **Recruiter.** Continually expand your network of engaged disciple-making churches and ministries. Follow the process of recruitment found in Session 9 of the Partnership Training.
- **Initiator.** Be willing and able to initiate Partnership Training events rather than waiting for others to create them. Do this by following the Partnership Training Checklist steps 1-6 to begin starting a training.
- **Communicator.** Practice excellence in communication as a trainer and public speaker.
- **Reporting.** Provide written reports of attendance, pictures of events and disciple-makers, testimonials of changed lives, and other communication using the Partnership Event reporting forms. (This can be delegated to the Program Director you recruit.)
- **Disciple-maker.** Utilize DJJ lessons to disciple others in various settings.
- **Creativity/Innovation.** Discover new areas and ideas that lead to substantial ministry growth and impact.

- **Technology.** It is helpful to have a working knowledge of personal computers, Google Docs, Microsoft Word, and PowerPoint.
- **Team player.** Committed to the overall Mission, Vision, and Core Values, and the DJJ Statement of Faith.

**WORKING CONDITIONS:**

- Remote office working environment.
- Partnership Training Events or other meetings.

**MINIMUM QUALIFICATIONS:**

**DJJ EXPERIENCE:** Completion of at least one quarter of the DJJ lessons to make disciples and request Certificates of Completion.

**NETWORK:** A network of ministry contacts in multiple denominations and ministries.

**EXPERIENCE:**

- *Team leadership experience with five or more persons.*
- *Proven experience in ministry.*

**COMPENSATION:**

This role is a voluntary, uncompensated position.

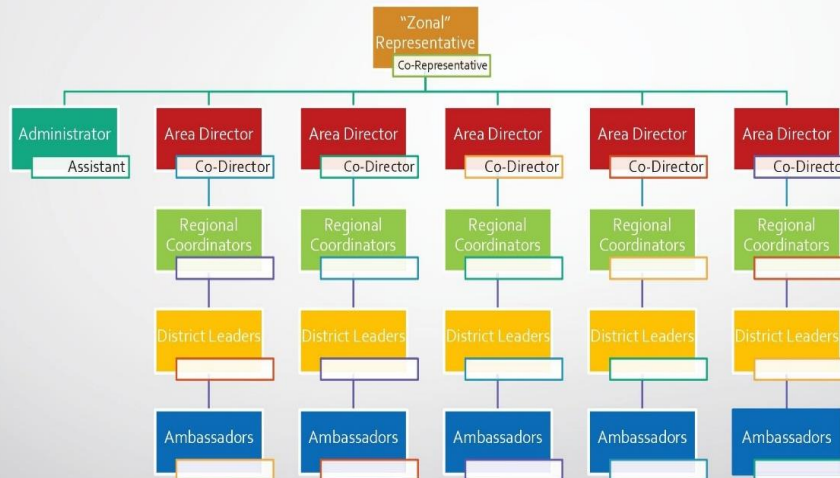
**ADVANCEMENT:**

Those who perform well in this role may be eligible for a promotion.

**AUTHORITY:**

Recommendations for Ambassadors must be approved by your Regional Coordinator, Area Director, Zonal Representative, Partnership Director, Operations Director, or President. The President has the final approval of ALL Partnership Staff.

# Partnership Team Leadership



## Ambassador Covenant

### **Ambassadors commit to:**

#### **1. Pray frequently and fervently:**

- Pray for your Partnership Training and Great Commission discipleship impact.
- Recruit a prayer team to pray for with you and for each Partnership Training.
- Gather your leaders about 30 minutes before each event to pray over the room and attendees, or online training, set a time before the students sign-on to pray.
- Pray for the worldwide DJJ impact.

#### **2. Preserve the integrity of the materials:**

- You are welcome to use your own stories for illustrations. You may not change the Partnership Training outlines, formatting, or style.
- Please check that you are training Partnership Training version 5 (released August 2021). Go to [djjministry.org/Resources](http://djjministry.org/Resources) to find the materials and forms you need, using the password provided when you become an Ambassador.
- The Curriculum Notes (CN) and PowerPoint (PP) files are for your use only. Please do not share them with others.

#### **3. Other Commitments**

- While these free digital materials are provided without cost, you may charge participants a reasonable amount for the training's expenses. Please note, you are responsible for funding the training without help from the DJJ ministry.
- Participant interaction is vital. Be careful not to speak too long, and force shortening the group interaction times.
- Participation in Partnership Team meetings as needed.

d. If you are aware of anything on your team that could bring reputational damage to this ministry, please tell the President directly.

**4. Report each Partnership Training:**

- a. Ambassadors commit to complete and return the following documents for each Partnership Training within five days:
  1. Event Reporting Form
  2. Sign-in Sheets
  3. Student Evaluation Forms (including their discipleship visions)

These forms can be all be found on the DJJ website under Resources/Partnership Training.

For your convenience, there are two ways to send these documents:

1. Return the above files to [service@djjministry.org](mailto:service@djjministry.org), along with any pictures from your training.
2. Submit online via the Partnership Training Reporting form. The link for this form can also be found in the Partnership Training Materials website folder. **NOTE:** If you hold a training over several days, please send the Sign-in Sheets for each day you hold sessions, but only submit one Partnership Training Reporting Form for the entire training. (Please remember that a whole training includes teaching every session, Sessions 1-9)

Hold as many trainings as you can for as many as you can. You can train anyone.  
However, your focus is leaders and leaders-of-leaders who can significantly impact discipleship in their area, region, or country.