

Employer: Church Universal and Triumphant  
Pillar: Ministry  
Team: Ministry

**JOB TITLE: Decree Services Facilitator**

**Reports to:** Ministry Manager  
**Job Status:** Full-time  
**Hours of Work:** 40 hours per week  
**Pay Range:** Dependent upon experience

**Legal Holidays Observed:** President’s Day, Memorial Day, Labor Day, Thanksgiving and the day after, Christmas Day and 2 personal holidays per year.

**Travel and Expense:** Periodic overnight travel may be required. Expenses for lodging, airfare, and meals will be covered by the Church or local groups.

**SUMMARY**

Interfaces with the Ministry Manager regarding decree services, scheduling decree leaders and developing decree matrices at the four quarterly conferences. Creates weekend focuses. Oversees Saint Germain’s Action Committees. Gives input to Annual Decree Insert Booklet Committee. This is **not** a virtual position, the potential candidate will have to work at Headquarters in Corwin Springs, MT.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Coordinates decree services, marathons and prayer vigils.
- Schedules decree leaders for services and conferences.
- Manages decree inserts and creates conference insert booklets.
- Writes decree matrices for conferences.
- Assists with conference duties including writing announcements and organizing playback material.
- Interfaces with Global-I Facilitator and creates weekend focuses for services.
- Oversees Saint Germain’s Action Committees.
- Interfaces with Decree Leader Training Committee to coordinate the training of decree leaders.
- Gives input to Annual Decree Insert Booklet Committee.
- Documents procedures.
- Attends team meetings and contributes to reaching team goals.
- Other duties may be assigned.

**QUALIFICATIONS**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Work Experience**

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Bachelor's degree. Four to six years of experience with decree services, creating matrices and leading decrees. Familiar with the teachings of the Ascended Masters and a passion for keeping up on current world situations. Ability to formulate inserts on particular topics for decrees services.

### **Knowledge, Skills, and Competencies**

- Excellent communication and customer service skills
- Project management skills; ability to multi-task, prioritize and maintain accuracy of information
- Detail oriented with strong organizational skills
- Computer skills (MS Word, Excel and PowerPoint)
- Internet navigation, email and online software skills
- Writing skills
- Ability to work as part of a team
- Ability to train and inspire people, especially in the area of decree leading
- Good command of the English language
- Ability to remain calm and effective under pressure
- Comfortable with change and the challenges of a rapidly evolving business environment