

JOB DESCRIPTION

JOB TITLE	Pastor of Missions
REPORTS TO	Senior Pastor
STATUS	Part-time (25 hours per week), Exempt

MAJOR AREAS OF RESPONSIBILITY:

- 1) Shepherd current and potential missionaries sent out by the church
 - Correspond regularly with missionaries to provide encouragement and to solicit prayer requests
 - Provide mentorship and encouragement to church missionary candidates
 - Help returning missionaries with resettlement and assimilation needs
 - Assess home assignment needs and recommend avenues to meet needs
 - Identify and mentor those who might serve in long-term mission work

- 2) Keep a missions vision before the congregation
 - Together with the senior pastor and the elder board, develop a missions philosophy statement for the church
 - Invite missions speakers to speak at worship services and Sunday School classes
 - Plan and carry out special missions events and conferences
 - Suggest curricula to increase children's awareness of missions
 - Preach at worship services as requested and teach Sunday School classes at least one quarter of each year
 - Prepare and deliver a missions report at the annual congregational meeting

- 3) Research and oversee short term missions opportunities
 - Research short term opportunities, seeking to match those opportunities with our missions philosophy and resources
 - Publicize opportunities to the congregation, targeting specific groups or ministries as appropriate
 - Recruit and train leaders for short-term missions teams
 - Participate on a short-term missions team at least once every two years

- 4) Give leadership to the church mission board
 - Recruit board members and lead regular board meetings
 - Establish funding priorities for missionaries to be supported by the church
 - Establish guidelines and application procedures for those requesting support from the church
 - Develop and recommend the annual missions budget

- 5) Actively participate in the life of the church and its members
 - Participate in small group ministries for the purpose of personal edification and discipleship
 - Be available for individual counseling as needed

- Serve as back-up for senior pastor for funerals or crisis situations
- Participate in elder board meetings and other leadership activities as requested by the senior pastor

KEY SKILLS AND ABILITIES

- 1) Ability to understand and minister to those who serve in other cultures
- 2) Strong desire to see the gospel proclaimed in all parts of the world
- 3) Ability to lead and motivate small and large groups of people
- 4) Ability to travel internationally
- 5) Understanding of the task of missions and ability to communicate that task

EDUCATION AND EXPERIENCE REQUIREMENTS

- 1) Undergraduate college degree
- 2) Ten years of leadership experience in ministry (years spent in seminary will qualify)
- 3) Three years of living cross-culturally
- 4) Demonstrated life of moral and ethical purity, together with the qualities of an elder as described in 1 Timothy and Titus

REQUIREMENTS FOR ALL STAFF

- Keep regularly scheduled office hours as agreed with supervisor
- Cooperate with other staff members
- Follow work rules and procedures
- Take direction from supervisor
- So far as it depends on you, maintain healthy working relationships with all other church staff and volunteers

PHYSICAL REQUIREMENTS

- Ability to speak in front of groups
- Ability to travel up to twenty nights per year including international travel up to fourteen nights per year