GOOD SHEPHERD LUTHERAN CHURCH

POSITION TITLE: DIRECTOR OF MISSIONS
REPORTS TO: SENIOR PASTOR
HOURS: PART-TIME, REGULAR – approximately 20 hours per week, includes some evenings and weekends
FLSA STATUS: EXEMPT

VISION: Employees of Good Shepherd Lutheran Church support the church's vision statement through our position responsibilities. We each have a commitment to: Reach and transform spiritually distracted people so we all come to love and serve God.

PURPOSE: This position exists to ensure the vision of the church (above) is fully integrated into all corners of the congregation and all ministry areas of the church. The Director develops, coaches, and encourages Pastors, staff and congregants to spread the love of Jesus Christ while engaged in service to others, locally, regionally, nationally and internationally.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The position's duties and responsibilities include, but are not limited to the following areas:

Mission, Strategy, and Vision

- Fosters strong working relationships with all Good Shepherd Pastors, staff, and volunteers and collaborates with them on systems, procedures, and policies to ensure mission ministry is aligned with vision.
- Assists Senior Pastor, Church Council, and the Missions Team in development of a written long-range mission strategy that includes mission area focus, financial and program development goals.
- Works with the Missions Team to inform and present the long-range mission strategy to the Church Council for affirmation and achievement.
- Works to coordinate missions' activity with all program areas of our church. Utilizes overlapping interests to help create a connection between all of our church ministries, our larger church community, and our mission partners in the world.
- Fosters the sharing of ideas, best practices and other important information such as strategic planning, budgeting, volunteer recruitment, succession planning, and risk management across all church missions and ministries.

Communication

- Serves as the conduit between the Missions Team and all Pastors and staff of GSLC.
- Works in partnership with the Communications Ministry to initiate, advance, and maintain communication flow to the congregation regarding mission campaigns, visiting missionaries, missions trips, and all other missions-related opportunities.
- Invites, encourages, and schedules our mission partners to visit and share news of their work with our church.
- Organizes, coordinates, and oversees the (currently) biennial GSLC Missions Fair to ensure congregational exposure to all Good Shepherd supported mission agencies and opportunities.

Education and Training

- Strives to remain current on the ever-changing mission environment through mission conferences and ongoing training as approved through council and church budget. Continuously updates the Missions Team and other key individuals and groups on changes taking place in the mission community.
- Identifies, equips, and develops logistical and spiritual mission leaders for the future while encouraging current leaders and assisting in their continued development.
- Creates educational opportunities for staff, leadership, and the entire church community that include cross-cultural experiences, mission partnerships, and teaching about Christ's call to go forth and make disciples of all nations.

Leadership

- Assumes the position of a servant leader. Leads by example and works to find volunteers to participate in all opportunities for mission service.
- Leads, directs and coordinates mission trips for GSLC while seeking out lay volunteers to assist and be developed into future leaders. Trains, equips and supports current and future leaders in their outreach and mission trip endeavors.
- Looks for opportunities within the congregation to be a sending church. Has conversations with high potential candidates. Educates and informs about the mission field and assists in connecting inquiring members with appropriate contacts.
- Encourages and nurtures returning mission trip team members to remain connected by encouraging them to form a small group or a church work team.

Administration

- Assists the Sr. Pastor in review, preparation and presentation of an annual Missions/Benevolence budget to Church Council.
- Oversees and handles in conjunction with the GSLC Financial Administrator any and all mission financial disbursements based on the Church Council approval and the Missions Team direction.
- Oversees and coordinates all mission activities regarding scheduling and communication between the Staff, church office and Missions Team as well as the congregation and the Church Council.
- Maintains and oversees the ongoing local, regional, national, and international mission efforts, including serving opportunities, mission trips, supply collections and any various annual fund raising events.
- Maintains the Missions Team database of all mission events and trip attendees with the intent of maintaining ongoing communication and involvement while assisting in retaining personal connections with our mission partners.

- Co-Chairs the Missions Team of GSLC. Records and delivers meeting minutes; assists Senior Pastor with agenda and schedule; receives and distributes incoming mission correspondence and writes and sends outgoing correspondence.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of scripture and an understanding and commitment to the mission and core values of Good Shepherd Lutheran Church.
- Skill in recruiting, leading and developing teams, and individual volunteers.
- Ability to identify, foster and enhance cross ministry collaboration within the church that advances missions related works.
- Knowledge of the current practices, trends, and cross-cultural issues in mission related works.
- Ability to engage and connect with congregants, mission partners, staff, and Pastors.
- Ability to communicate effectively in person and in writing.
- Able and willing to travel both domestically and internationally.
- Knowledge of ACS, MS Word, Excel, Power Point and Publisher helpful.

EDUCATION AND EXPERIENCE: Bachelor's Degree in a related field and three to four years of relevant short-term and/or long-term mission experience, including a leadership role, strongly recommended, or equivalent combination of training and experience.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. It requires exerting up to 30 pounds of force occasionally to lift, carry, push, pull or otherwise move objects while planning and traveling on mission trips with mission supplies. Otherwise sedentary work involves sitting, walking, or standing most of the time.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Position is typically office or administrative work but occasionally is exposed to:

- outdoor settings,
- adverse weather conditions,
- domestic land and air travel
- international land and air travel – possibly in third world type conditions.

ADDITIONAL REQUIREMENTS INCLUDING CERTIFICATES, LICENSES, REGISTRATIONS: Ability to pass pre-employment background screening and drug testing.