

**Palm Harbor United Methodist Church
Job Description**

Job Title: Missions Director

Reports to: Go Minister

Revision Date: 01/18/18

PHUMC Status: Salaried, Exempt

Summary:

This position involves communicating with the congregation and community, recruiting volunteers for mission and evangelism opportunities, and coordinating various local, national, and international mission projects.

The work of this area includes but is not limited to:

Essential Duties and Responsibilities:

- *Build relationships with community organizations and leaders for the purpose of providing ministry opportunities for members.

- *Support, recruit, and train leaders for the various mission ministries (ie-Feeding the homeless, Cold Night Shelter, F.E.A.S.T., Disaster Relief Team, Pack-a-Sack, Metropolitan Ministries Pasco, Evangelism, etc.)

- *Oversee the coordination of mission trips and projects.

- *Oversee the mission budget.

- *Coordinate the Mission of the Month programs.

- * Communicate needs to the congregation through regularly scheduled announcements, videos, bulletin notices, or website posts.

- *Serve directly within these missions and ministries, under the direction of the Go Minister.

- *Serve as a member of the Go Pillar.

- *Develop strategies to help the church share the Good News of the gospel in the community.

- *Coordinate with other ministry areas to help plug people into areas of giftedness and passion.

- *Cooperate and work closely with the GO Minister to meet the objectives and goals of the Mission and Vision of PHUMC.

- *Submit monthly reports of service hours outside the church to senior pastor's administrative assistant for the District Missional Vital Signs.

- *Develop or promote leadership training opportunities for volunteers.*Provide clear, concise job descriptions for volunteers with specific time lines, if possible, and measurable goals or benchmarks.

- *Develop ways to recognize volunteer work as well as exploring and developing their spiritual gifts to be complimentary of their work.

- *Other duties as assigned.

Supervisory Responsibilities:

Supervision of volunteers in various ministry settings.

Qualifications:

This position requires a personal commitment to Jesus Christ, willingness to care and minister to those entrusted to your care, training and willingness to resource those assigned to you as leadership, and a personal commitment to your own personal health and formation.

Education and/or Experience:

Mission and evangelism experience, local and international, preferred.

Language Skills:

This position requires a person who is a good communicator in written and verbal form. The ability to speak a second language would be useful.

Mathematical Skills:

This position requires a person who can establish and manage a system for receiving monies for materials and keep accurate records of monies received for the missions and outreach ministries. They must be able to work with the business administrator and financial secretary on proper reporting and reconciliation of departmental accounts, as well as creating and managing a budget for the above mentioned ministries.

Reasoning Ability:

This position requires a person who is able to apply reason to various situations, and know where to find resources when a situation is beyond their field of expertise.

Computer Skills:

A working knowledge of computer software, i.e. word processing, spreadsheet, and database programs is essential.

Certificates, Licenses, Registrations:

Other Skills and Abilities:

Other Qualifications:

This position requires that the person work in support of the PHUMC vision and mission statement.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk and hear. Some mission projects may require heavy lifting and/or use of power tools. Specific vision abilities required by this job include close vision and distance vision.

Work Environment:

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skill, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

I have read the above job description and completely understand it, and I believe I can perform the job.

Signed: _____ Date: _____