

MISSIONS ASSISTANT

The missions assistant will support the missions coordinator in carrying out the missions program in the church.

Ministry Area/Department	Missions
Position	Missions assistant
Accountable To	Missions coordinator
Ministry Target	Local, national, world missionaries and non-Christians
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving • Pastor/shepherd • Evangelism • Giving • Mercy-showing
Talents or Abilities Desired	Good communication skills • Able to assist with research and do the legwork
Best Personality Traits	Committed • Compassionate • Analyst-dependable
Passion For	Supporting and encouraging missionaries and evangelizing the lost throughout the world
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a month—more during special mission emphases
2. **Participating in meetings/training:** as needed

RESPONSIBILITIES/DUTIES

1. Help assemble special care packages for missionaries.
2. Assist the missions coordinator in following up on missions projects, opportunities, needs within the local community as well as home and foreign mission fields.
3. Assist the missions coordinator in planning and implementing a yearly missions awareness emphasis.