

## MISSIONS COORDINATOR

The missions coordinator will lead the effort to maintain a comprehensive missions program in the church and is responsible for exploring missions opportunities, keeping the church informed regarding potential and ongoing missions involvement and serving as a liaison between the church and missionaries.

<b>Ministry Area/Department</b>	Missions
<b>Position</b>	Missions coordinator
<b>Accountable To</b>	Pastor
<b>Ministry Target</b>	Local, national, world missionaries and non-Christians
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, maturing Christian
<b>Spiritual Gifts</b>	Administration • Pastor/shepherd • Evangelism • Giving • Mercy-showing
<b>Talents or Abilities Desired</b>	Good communication skills • Able to research, locate, validate and follow up on missions projects, opportunities and needs
<b>Best Personality Traits</b>	Committed • Compassionate • Analyst-dependable • Expresser
<b>Passion For</b>	Supporting and encouraging missionaries and evangelizing the lost throughout the world
<b>Length of Service Commitment</b>	Two years minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two to four hours a month, more during special missions emphases
2. **Participating in meetings/training:** as needed

### RESPONSIBILITIES/DUTIES

1. Act as a liaison with missionaries and organizations the church supports.
2. Research, locate, validate and follow up on missions projects, opportunities, needs within the local community as well as home and foreign mission fields.

3. Organize the church's efforts in supporting missions.
4. Educate the church regarding missions, including planning a yearly missions awareness emphasis.