

First Presbyterian Church of Edmond (FPCE)

POSITION DESCRIPTION

POSITION: Director of Missions

The *Director of Missions* is responsible for serving and strengthening the church by mobilizing FPCE into increased and more effective mission engagements. In collaboration with the Mission Committee, the position is accountable to cultivate a congregation that leads with purpose in pioneering impactful missional service and discipleship.

PRIMARY DUTIES:

Cultivate missional pathways and engagement:

- Foster strong relationships with missionaries and local missions, opening new opportunities through Holy Spirit discernment for our congregation to engage in service that encourages spiritual growth.
- Plan and promote opportunities for our congregation to actively participate in local and global mission experiences. Equip participants to serve effectively and develop mission leaders.
- Provide oversight of mission fundraising events and churchwide mission programming.
- Find creative and effective pathways for moving the congregation into service and mission including but not limited to participation in First Sundays, First Steps, Sunday service announcements and other congregational opportunities.
- Develop new mission programs at First Pres. that meet the needs of our community.
- Develop mission-focused prayer teams in coordination with the prayer team.

Oversee mission strategy, promotion and impact

- Work with the mission committee to administer the mission's ministry strategy, policies and procedures, budget, goals and objectives..
- Oversee and work with the communication team to promote mission engagement opportunities to the congregation and convey the work of the ministries FPCE supports financially to our congregation (monthly updates and mission display wall).
- Work with the mission committee, session and the congregation to assess and evaluate the impact of all current and proposed missionaries and local missions that request FPCE financial support.

PRINCIPAL RELATIONSHIPS

- Reports to the Executive Director, consults with Pastor of preaching and teaching.
- Works closely with the mission committee.
- Works directly with volunteers.
- Works with current missionaries and local missions.
- Works with FPCE staff.

MINIMUM QUALIFICATIONS: (Knowledge, Skills and Abilities)

- **Education and Experience:**
 - Bachelor's degree preferred.
 - 5+ years of related training and experience.
 - Experience working with overseas mission partners and/or on the mission field preferred.
 - Seminary training preferred.
- **Knowledge, Skills, Spiritual and Physical Requirements:**
 - A passionate Christ-follower who is spiritually mature, trustworthy, humble and teachable.
 - Unwavering commitment to Jesus Christ and to the fulfillment of the Great Commission.
 - Drawing out, motivating, and fanning into flame the gifts and passions of others to serve others.
 - Experience in leadership development and working with volunteers.
 - Skilled in developing healthy teams.
 - Intercultural sensitivity.
 - Experience in event planning.
 - Empathic attention to the hopes, concerns, and needs of the community to determine how the congregation might serve them.
 - Strong written and verbal communication skills with all levels of an organization.
 - Demonstrate professionalism and poise with internal and external contacts.
 - Excellent time management skills, attention to detail and ability to multi-task.

- Good administrative and organizational skills.

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HOURS /TYPE: Part-Time independent contractor (Avg. 20 hrs. per week*)

- *Flexibility needed in hours; some weeks may require less than stated, other weeks may require more.
- Mission work may involve work outside normal work week (some weekends and evenings).
- Local, domestic and global travel may be required.