

COMPASSION CHRISTIAN CHURCH JOB DESCRIPTION

Position Title	Department	Reports to
Central Global Engagement Coordinator	Spiritual Formations	Central Global Outreach Pastor
Employment Status	FLSA Status	Effective Date
☐ Temporary ☒ Full-Time ☐ Part-Time	☐ Non-Exempt ☒ Exempt ☒ Salary ☐ Hourly **Ministerial Exception	09.2024-cb

POSITION SUMMARY

This position is essential for the success of our global missions initiatives, focusing on equipping and empowering teams to lead others to a life-changing relationship with Jesus; ensuring thorough preparation and effective deployment for impactful missions trips, in support of our global partners and teams.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- **Global Engagement Strategy (GC, E4, W/M):** Support the objectives of the Outreach Strategy Team, specifically in the areas of mobilization, engagement, and missionary care.
- **Team Formation and Deployment (E4, GC):** Planning and facilitation of all GO Team Events including Leader Trainings, GO Team Launch, and Team Leader Debriefs, ensuring that all participants are inspired and equipped to effectively share the Gospel and lead others to a life-changing relationship with Jesus.
- **Campus Outreach and Support (E4, W/M):** Support Campuses by effectively communicating, training, and equipping all GO Team volunteer and staff leaders.
- **Administrative Coordination and Logistics (W/M):** Coordinate the ministry plans, logistics, and travel for all GO Teams in collaboration with Outreach Partners and GO Team Leaders. Support the vision and goals of Global Outreach and the Global Outreach Pastor.
- **Strategic Vision and Communication (E4, GC):** Support the communication and execution of Global Engagement vision at the Campuses by developing and equipping key volunteers to provide consistent campus presence and connection to Campus Staff.
- **Flexibility and Commitment (W/M, GC):** Availability to work a flex schedule according to the needs of this ministry. An understanding that at times it may be necessary to hold other duties as assigned by their supervisor.

COMMITMENT TO CHRIST and CCC:

- Demonstrates a personal relationship with Jesus Christ and actively engages in spiritual growth.
- Participates in regular accountability with a designated staff partner or approved individual.
- Adheres to the Mission, Vision, Core Values, Philosophy of Ministry, and Statement of Faith of CCC.
- Supports and upholds the policies and procedures outlined in the CCC Employee Handbook

TEAMWORK and PROFESSIONALISM:

- Embraces a collaborative team mindset and actively contributes to the objectives of the Vision & Strategy Team (VST).
- Maintains the highest standard of personal conduct and lifestyle, as outlined in the Team Assumptions.
- Demonstrates a commitment to excellence in all work, recognizing its significance.

MINIMUM QUALIFICATIONS

Education:

- Minimum of a Bachelor's Degree from an accredited college or university required.
- Consideration will be given to candidates having experience and demonstrated proficiency in the field.

Experience:

- Three (3) years or more experience in ministry or related environments specifically related to an area of engagement and project implementation

Knowledge, Skills, and Gifts:

- **Communication and Collaboration:** Able to communicate successfully, both through written and verbal communication. Proven outstanding interpersonal relational skills. Able to work with a wide variety of people.
- **Organization and Leadership:** Must exhibit excellent and effective organizational skills and problem-solving skills. Gifted administrator capable of overseeing a multifaceted ministry where equipping the campuses to engage in local engagement opportunities is paramount. Able to take and give direction in an effective manner. Motivated and effective recruiter and equipper of people.
- **Technical Proficiency:** Proficient in Microsoft Office and Google applications.
- **Character and Attitude:** Exhibits a strong work ethic and a commitment to serving others, embodying Christ-like values in all interactions. Able to maintain and protect confidentiality. Demonstrates integrity, respect, and empathy, ensuring a positive atmosphere that reflects the church's mission and values, thereby encouraging spiritual growth within the community.

EMPLOYEE ACKNOWLEDGEMENT

I understand and acknowledge that my employment with Compassion Christian Church is "at-will," meaning it can be terminated by either party at any time, with or without reason, and with or without notice. This job description, along with any other provided documents, does not constitute an employment contract or guarantee of continued employment.

I have read and understand the contents of this job description. I understand that it may be subject to change and does not alter my "at-will" employment status.

Reviewed with employee by

Signature: _____ Name (print): _____

Title: _____ Date: _____ HR _____