

# Chapel Hill Presbyterian Church

## Job Description, Qualifications and Competencies

Position:	Director of Missions
Department:	Missions
Incumbent:	
Reports To:	Assistant Pastor
Supervisor of:	Missions Council, Lay Leaders
Position Status	Exempt, not eligible for overtime
Position Schedule	40 hours per week, flexible, but generally Sunday through Thursday
Issue or Revised Date	April 16, 2014

### Purpose

Lead our formation as a congregation particularly as it regards our goal of becoming a community of mission, evidenced by a passion for and participation in evangelism, justice, and compassion.

### Primary Duties

1. Pray daily for our member projects, church projects, and church partners.
2. Direct leadership teams of staff and congregants that will coordinate mission events with the intent of educating the congregation and equipping the laity to serve in missions including but not limited to: GO Teams (short-term trips), Festival of Hope (fair trade marketplace), visiting speakers, Oxford Northwest (in partnership with Ravi Zacharias International Ministries), leadership conferences, COMPEL (anti-trafficking weekend), and volunteer appreciation.
3. Coordinate visiting mission partners' schedule, exposure and connection to congregation.
4. Identify, visit, analyze and report on church projects and partners. Be a catalyst for engaging the congregation with our church projects and partners.
5. Develop and coordinate the annual missions budget. This includes determining projects and funding level for each.
6. Identify and disciple mission volunteers; lead the Missions Advisory Team.
7. Lead alongside pastoral team in worship services at least monthly, coordinating special mission-focused Sundays with the Director of Worship.
8. Advocate and promote the integration of other areas of the church with mission-related goals and activities, particularly through the Pastor's Ministry Team.
9. Meet on a regular basis with Assistant Pastor to understand the vision, goals and strategy of missions for the church.
10. Work with the Assistant Pastor, Missions Advisory Team, and Missions Council to identify potential mission areas for the future and facilitate their development.

### Knowledge and Experience

1. Commitment to personally following Jesus Christ.
2. Understanding of EPC Book of Order (particularly Book of Worship, Chapter 7 "Service to God.")
3. Bachelor's degree, preferably in the areas of theology and/or global studies.
4. Experience in missions, working within a large church context, preferable.
5. Excellent oral and written communication skills; speak with diplomacy, tact and passion.
6. Computer skills, Microsoft Office Suite, PowerPoint, Word, Excel.
7. Recruiting, motivating and supervising volunteers.
8. Working knowledge of budget process.
9. Project management skills desirable.