



Mission Statement: Calling the Christian-ish to Become Passionate Servants of Jesus Christ

Summary

Under the direct supervision of the Executive Director of External Ministries, the Director of Missions and Outreach will oversee the development, planning, and execution of all Missions and Outreach at St. Andrew. Leadership within this ministry takes many forms through managing and working with our lay leadership. Crucial to this role is guiding the programs and offerings specifically for outreach to be a key ministry of St. Andrew while furthering the impact we are making through service and mission programs as it helps to partner with every other ministry to fulfill the mission and vision of St. Andrew Methodist Church.

Essential Functions

- Work closely with Church staff and lay leadership to develop the long-term vision, strategy, and growth for Domestic and International Missions.
- Oversee special events and outreach programs such as monthly missions, regional mission trip, international missions, and disaster response.
- Monitor the spiritual pulse of the church in order to provide offerings for mission and service opportunities.
- Lead mission collaboration efforts with other ministry departments, including men's, women's, student, and children.
- Organize and manage mission trips for the church, including the annual Student Mission Trip.
- Develop and maintain relationships and partnerships with churches, organizations, companies, and programs in the community which provide opportunities for outreach and interpersonal relationships at St. Andrew. Serve as the staff liaison to these organizations.
- Establish and oversee a budget for the mission areas of the church.
- Lead members in strengthening their faith or overcoming significant life changes. Disciple members into becoming congregational leaders themselves through the discipline of missional serving.
- Work closely with other Ministries, including Congregational Care and Worship
- Coordinate and lead meetings with SAMC staff regarding mission activities/goals/objectives
- Host special events and guests as required.
- Maintain a strong professional image reflective of the church's mission.
- Other duties as assigned.

Competencies

- Proven experience in community engagement, relationship-building, or missions work.
- Have a firm grasp on the purpose and value of having a strong contingency of missions in the life of the church.
- Be able to articulate the purpose and value of service/mission work to peoples' faith lives.
- Strong speaking and presentation skills
- Good active listening and willingness to help.
- Strong communication skills both verbal and written.
- Have a heart for St. Andrew and support the vision and mission of the church.
- Work well within a team setting
- Confidentiality

- Organized
- Flexible

Supervisory Responsibility

This position does not have any supervisor responsibility.

Physical Demands

This position can be a somewhat physical job, especially when on Trips and Retreats.

Position Type and Expected Hours of Work

This is a ministerial exempt full-time position at 36.5 hours per week. Work hours are Monday – Thursday, 8:30-5:00 and Sunday, 8:00 -12:30. Weekly expectations include consistent presence in staff meetings and on campus, Sunday through Thursday.

Travel

Travel is expected on all Mission trips.

Required Education and Experience

- Bachelor's degree or equivalent years of experience.
- Preferred 3 years or more of experience in Church Missions

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

If interested in applying for this position, submit your resume to
resume@standrewmethodist.org