



stonybrookchurch
A United Methodist Faith Community

Stonybrook United Methodist Church Job Description

EMPLOYEE INFORMATION

Title: Director of Missions/Outreach Start date: _____
Reports to: Senior Pastor FLSA Status: Exempt (15 hours/ week)
Number of People Supervised: None
Creation/Revision/Approval/Date: 2023

SUMMARY

The ideal candidate is a spiritually grounded and well-organized individual who explores local, national and global Outreach and Mission opportunities. This individual will identify and recruit leaders for Missions/Outreach teams, train and equip teams to be out in the community, and oversee the Missions/Outreach Team. The Director of Missions/Outreach demonstrates a commitment to the mission and vision of Stonybrook Church. The Missions/Outreach Coordinator must be able to keep confidences, exemplify a cordial attitude in all interactions, manage people, plan trips, and maintain the highest quality of professional demeanor.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Coordinates all mission and outreach opportunities at Stonybrook Church, aligning them with our mission and vision.
- Coordinates the Planning of Missions and Outreach opportunities in accordance with the church calendar.
- Coordinates, identifies, trains, and deploys the Mission/Outreach Team at Stonybrook Church.
- Provides administrative support to lay teams along with planning Mission/Outreach projects.
- In conjunction with the Stonybrook Mission/Outreach Team, connects Stonybrook to local, national and global mission opportunities within our United Methodist Connection.
- Manages the Mission/Outreach Budget and all areas within that budget category.
- Manages the Mission/Outreach page of Stonybrook's website.
- Maintains accurate records of travel and incidentals connected to Mission/Outreach at Stonybrook Church.
- Maintains a connection to partner ministries through the Local Missions/Outreach Team.
- Identifies a leader to provide spiritual direction for each Missions/Outreach opportunity.
- Informs the Senior Pastor and Program Staff of the opportunities provided.
- Attends weekly staff meetings and program staff meetings.
- Attends Missions/Outreach Team meetings.
- Occasional travel will be required for mission and outreach experiences.

- Tracts & reports mission/outreach donations provided to Stonybrook Church.
- In addition to the duties described above, performs other duties requested by the pastoral staff.

KEY SKILLS/KNOWLEDGE (COMPETENCIES)

- Active disciple of Jesus Christ.
- Ability to keep confidences.
- Coachable spirit, able to receive direction from the pastoral staff.
- Excellent human relations skills, including communication of mission opportunities and project status, updates to "needs to know" internal audience.
- Excellent verbal and written communication and the ability to prioritize and demonstrate project management skills.
- Ability to set priorities, execute strategic objectives, manage change, and motivate people toward a common goal.
- Ability to lead and manage people, projects, and finances.
- Ability to use problem-solving skills to make executive decisions in the area of missions and outreach.
- Ability to use technology to streamline systems.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

Qualified persons must be willing to submit to a background check and follow our Safe Sanctuary Policy.

ACKNOWLEDGMENT

Job Description Agreement: I have read and received a copy of the above job description

Employee

Date

***The signing of this job description is not contractual. This document is not a contract.*