

Job Description

Position:	Director of Mission and Outreach
Classifications:	Full Time, Program Staff, Exempt
Reports To:	Senior Minister, Head of Staff
Evaluation Due:	Annually by Senior Minister, Head of Staff
Supervises:	Pastoral Resident for Mission and Outreach
Staff Liaison:	Ministry of Mission, which includes, but is not limited to, the following committees: National and Global, Grants; Mexico Ministries, Local Outreach Ministry, Denominational Relations; Stapleton/Davidson Interns, People in Mission Interns; Community agency partners, Global mission partners

Purpose

The Director of Mission and Outreach leads and directs Covenant's mission programs both locally and globally. Works with mission partners to understand community and global needs, works with lay leaders and Pastoral Resident to develop and support ongoing and one-time mission programs to meet those needs. Organizes church-wide events in support of mission programs. The Director of Mission and Outreach has overall accountability for the success of the Ministry of Mission programs.

Qualifications

- Undergraduate college degree and non-profit or church experience preferred
- 5+ years of relevant work experience using transferrable skills
- A personal Christian faith and the ability and willingness to articulate that faith to others
- Collaborative leader with proven ability to guide others; strong management skills
- Self-starter with excellent organizational and relational skills
- Excellent recruitment skills; ability to create and implement wide-reaching recruitment strategy
- Strong communication skills; ability to create and implement comprehensive communication plan
- Demonstrated ability to function in a high energy environment with competing priorities and multiple stakeholders
- Team player who will work effectively with church leaders, staff, lay leaders and congregation
- Proficient in Microsoft applications, aptitude to learn software used at Covenant Presbyterian Church.

Duties and Responsibilities

The Director of Mission and Outreach leads Covenant's Mission and Outreach Ministry, guiding the staff and congregation to help discern where Covenant is called to serve, seeking new opportunities for church involvement where needed, and with the Pastoral Resident, overseeing and resourcing Covenant's mission programs including:

Local Outreach

- Develop, nurture and maintain reciprocal relationships with community agencies dealing with the issues of poverty, homelessness, housing access, hunger and children at risk.
- Actively participate in networks of care/advocacy and bring back to the congregation the needs of the community.
- Resource Local Outreach Ministry: help coordinate and assist leadership with ongoing and one-time programs and projects with various mission partners.

National and Global

- Facilitate, resource and support trip leadership in the planning and implementation of the national and global mission trips.

- Maintain ongoing relationship with partnering ministries.
- Partner with other staff and clergy to develop and support educational opportunities for mission participants, small groups (Sunday school, circles, youth, etc.) and the congregation as a whole; integrate mission, whenever appropriate, into broader church programming.

Stapleton/Davidson Internships and People in Mission (PIM) Scholars

- Manage the Stapleton/Davidson and PIM programs to include interviewing, finding housing, setting up agency placement, planning opening and closing retreats, putting together orientation materials, leading times of reflection and planning social events.

Organize church-wide events for mission

- Covenant Impacts Charlotte church-wide day of service (fall)
- Alternative Gift Market to raise funds for mission partners and non-profits (December)
- Festival mission auction to raise funds for Covenant's mission trips and programming (spring)

Manage, coach and mentor Covenant's Pastoral Resident for Mission.

Establish and implement a wide-reaching strategy for recruitment of members of the congregation to serve in mission programs locally, national and globally; interpret and match the needs of mission partners with the gifts and talents of individuals in our congregation.

Establish and implement a comprehensive communication plan for communicating mission opportunities and relevant information to the congregation before, during and after mission events.

Assist front desk employees with walk-in neighbors in need, providing immediate support and access to community resources as available.

Liaise with small groups (i.e., youth groups, circles, Sunday School classes) creating opportunities to examine poverty directly alongside those who are poor and needy by arranging poverty tours, tours of agencies and resourcing groups to local agencies for mission opportunities.

Prepare and manage the annual Ministry of Mission budget.

Contribute information to church publications and to other appropriate staff.

Other duties as necessary to further the mission programs at Covenant.

Physical Demands:

Requires prolonged sitting, some bending, stooping, stretching, standing and lifting up to 30 pounds occasionally. Requires hand-eye coordination and manual dexterity sufficient to operate a PC, photocopier, calculator, typewriter and other office equipment. Requires normal and/or correctable range of hearing and vision. Requires national and international travel to developing countries with prolonged walking, navigating rough terrain/uneven ground and maneuvering in tight spaces.

Work Conditions:

Work in office environment, involving contact with staff and the congregation. Work may have deadlines, multiple interruptions, high volume and may be stressful at times. Regular work week is Sunday through Thursday. Flexibility is required to accommodate meetings and church events that frequently occur outside normal business hours.

This list is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by your supervisor.

Apply at: covenantcltjobs@gmail.com