

Director of Missions
Job Description

Job Title:	Director of Missions	Job Code:	CM115
FSLA:	Non-exempt	Hours/Week:	20 hours
Incumbent:		Department:	Ministry & Leadership
Revised:	June 2021	Supervisor:	Executive Pastor of Ministry & Leadership

General Function

The Director of Missions is responsible for recommending, equipping, and championing the strategies and teams necessary to address the needs of under-resourced individuals in our communities, region, nation, and world. This person will partner with pastors, staff and ministry leaders to ensure Manchester UMC is most effectively harnessing the passion, talents and resources of the congregation, and other stakeholders, to meet the immediate needs of under-resourced individuals with a goal of helping them move toward thriving self-sufficiency.

This person, working in concert with others, will offer vision and strategies that help people of all ages and backgrounds understand, experience, and respond to God’s call to missional living. The Director of Missions will place an emphasis on empowering and equipping leaders and teams to advance the missions priorities of the church.

This person must have excellent interpersonal skills and enjoy helping others. This person will be organized, an excellent communicator and able to exercise good judgement in a variety of situations. They will be able to successfully coordinate efforts from conception to completion and solve problems independently. This person must be able to simultaneously handle competing priorities and confidential matters in a professional and timely manner.

This person will be a compassionate and collaborative team member, who is committed to, and supports, the vision and mission of Manchester UMC and its leadership.

Entry Requirements/Qualifications:

- An undergraduate degree.
- Previous experience leading church or non-profit programs.
- Theological training and church staff experience are a plus.

Primary Duties and Responsibilities:

Missions

- Equip and empower mission leaders and teams to define and measure ministry goals.
- Foster the sharing of ideas, best practices and other important information across mission ministries.
- Equip and assist mission ministries with strategic planning, budgeting, risk management and succession planning.
- Equip and assist mission ministries with volunteer recruitment.
- Work in partnership with the Missions Team, Communications Team, Worship Team and other stakeholders to educate the congregation about missions-related opportunities.
- Liaison between mission ministry leaders, mission agencies, pastors and staff.
- Co-chair the Missions Team of Manchester UMC.
- Facilitate missions-oriented special offerings and the process of awarding collected funds.
- Foster strong working relationships with Manchester UMC staff and coordinate with them on systems, procedures, policies and vision to ensure alignment.
- Work in collaboration with the Social Justice Coordinator to educate the congregation on the functions of missions and social justice and seek opportunities for mutually supportive programming.

Other

- Protect and maintain confidentiality across all settings and forms of communications.
- Foster strong working relationships with Manchester UMC staff and coordinate with them on systems, procedures, policies and vision to help ensure alignment.
- Other duties as may be assigned by the Executive Pastor of Ministry and Leadership to support the ministry of Manchester UMC.

Skills & Talents

- Must have a passion for Christian ministry as expressed by Manchester UMC.
- Must be a strong facilitator and developer of people and leaders.
- Must be able to communicate effectively, in both small and large group environments.
- Must be proficient in Microsoft Outlook, Word, PowerPoint and Excel.
- Must be able to handle sensitive and confidential information appropriately.
- Willingness to develop skills as training opportunities become available.
- Must have excellent verbal and written communication skills.
- Must be collaborative, compassionate, creative, innovative and solutions oriented.
- Must be able to work independently as well as in team environments.
- Must possess strong time management skills and excellent organizational abilities.
- Must be comfortable addressing and resolving conflict in a healthy way.

Work Environment

- The Director of Missions will work 20 hours per week with some of those hours often occurring on Sunday mornings. Schedule is flexible according to ministry needs.
- The Director of Missions will typically have access to 10 hours of administrative support weekly to assist with administrative and logistical tasks (e.g. reservations, scheduling, reporting, communications, etc.).
- The Director of Missions will have access to the Communications Team to assist with communication and marketing needs.
- The Director of Missions may supervise any mission interns that Manchester UMC may be assigned.
- Position is eligible for employer retirement account contributions, paid holidays, vacation days, sick days and continuing education.
- Manchester UMC is a large, historic, and vibrant United Methodist church located in West St. Louis County, Missouri. More information about the church can be found online at www.manchesterumc.org/about.

Comments

- The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.
- Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

TO APPLY:

Interested applicants should email cover letter and resume to hr@manchesterumc.org. No phone calls please.