

# Mission Ministry Coordinator

As the Missions Ministry Coordinator, you'll be a key player in strategizing and administering Glen Mar's mission programs. This role will drive systems for impacting lives through mission trips and ministry partnerships locally, domestically and abroad. With a high degree of energy and excellent leadership, administrative and team-building skills, the Missions Coordinator will propel GMUMC further in its mission to *Praise God, Grow Disciples and Serve the World*.

## Perks of the job:

### Team Environment

*Be part of a collaborative ministry team that loves God and values each others unique skills and gifts.*

### Travel

*You will have opportunities throughout the year to travel with and lead mission teams on both existing and new mission sites to deepen relationships and build partnerships with potential host locations.*

### Location and Hours

*This is a part-time position of 20 hours per week. Work hours are flexible to the requirements of program projects and on-site requirements for ministry meetings. You will be primarily stationed at the GMUMC site.*

## RESPONSIBILITIES

Collaborate with the Community Life staff, under the direct supervision of the Pastor for Community Life, to further the mission and vision of GMUMC through mission service opportunities.

Provide oversight and strategic guidance to GMUMC's Missions Board that will enable effective decision making and ensure alignment with the goals and objectives established by the Leadership Board of GMUMC.

Provide administrative support for the entire mission trip process, ensuring excellence, effectiveness and efficiency.

Collaborate with the Minister for Youth to provide leadership development and training for mission teams, and administrative support, particularly to mission trips involving youth participants.

Evaluate potential short term partnerships and new initiatives that are aligned with GMUMC missional objectives.

Evaluate long term partnerships for continued effectiveness and alignment with GMUMC missional objectives.

Collaborate with the GMUMC Missions Board in development and implementation of a mission strategy that extends and supports both short & long term initiatives.

Assist in envisioning scalable growth initiatives to take GMUMC mission program beyond immediate geographic area.

Provide primary leadership for one missions trip per year.

## Glen Mar UMC Values

### **Accountability**

*We strive to exhibit servant leadership and integrity in all our interactions: relationally, spiritually, financially, and professionally.*

### **Character**

*We desire to exhibit Christlikeness and live authentically in our efforts to love God and love others.*

### **Collaboration**

*We believe that working together through collective innovation and teamwork are essential to building bridges and trustworthy relationships.*

### **Discovery**

*We seek to be active students, joining God in his mission and uncovering him at work around the world, sharing stories of the transforming power of the Gospel in compelling ways.*

### **Excellence**

*We will go above and beyond in all of our interactions and duties, striving to present our very best for the sake of Christ.*

## **SKILLS:**

### **YOU'RE A STRATEGIC THINKER**

You have an ability to brainstorm creatively, apply conceptual strategy, and carry out day-to-day projects through completion. You can think outside the box while still staying true to the mission.

### **YOU'RE A RELATIONSHIP BUILDER**

You possess a unique ability to relate with people from all backgrounds - from overwhelmed youth pastors, protective parents, focused missionaries, disengaged persons, to passionate co-workers. You seek out the strengths in others and encourage them to use their gifts, developing genuine relationships based upon honesty and authenticity.

### **YOU GET THINGS DONE**

You multi-task. You follow through on every request, no matter how big or small. You keep calm during busy seasons and are able to manage a variety of assignments and responsibilities simultaneously. You know how to prioritize and are able to delegate effectively and work efficiently.

### **YOU'RE A GREAT COMMUNICATOR**

You have excellent verbal and written skills. You have experience working in cross-cultural settings and are attuned to cultural cues and non-verbal language. You listen with care and can communicate your ideas with love and clarity.

## **MUST HAVES:**

- Bachelor's degree
- Minimum of 3 years progressively responsible leadership experience in a church or non-profit setting.
- Proven interpersonal skills. Ability to develop and sustain one-on-one relationships. Ability to work in multi-generational, multicultural, diverse settings.
- Ability to effectively prioritize, be highly self-motivated, and handle confidential information.
- 'On the field' experience in missions ministry.
- Ability to express a theological understanding of missions service work.
- Must be willing to attend weekend and evening meetings when required.