



Missions Coordinator Job Description

Principal Function: The Missions Coordinator is a valuable member of the church staff. The Missions Coordinator is responsible for coordinating and maintaining all church mission projects and communication with pastor, staff, and members.

Position Type:

- Part-time; 10 hours per week, not to exceed 520 hours per calendar year
- Payroll; Monthly
- Flexible Schedule
- Annual Review

Essential Duties and Responsibilities:

Prepare and oversee yearly national missions such as OGHS, Strengthening the Church, Neighbors in Need, etc.

Provide guidance and mentoring to coordinators regarding timelines and logistics of each mission project such as St. Bens, Habitat for Humanity, Mr. Bob's Under the Bridge, Mt. Horeb, and all seasonal and ongoing projects

Prepare weekly bulletin blurbs and monthly newsletter articles for Pilgrim's Progress

Keep connected with Church World Services and other mission organizations

The Mission Director facilitates the Mission Team of volunteers, which includes providing direction, planning, and giving reports in a regular manner and reports to Church Council as needed.

Effective communication connecting the mission team through meetings, emails, and personal contact with team members and recruiting for new members

Periodically report results of past projects to congregation

Explore additional areas for mission work and assign a coordinator to facilitate

Coordinates domestic and international adult mission trips

Keep missions bulletin board current

Required Knowledge, Skills and Abilities:

Independent, able to set priorities, attentive to detail, organized, great follow through and effective communicational skills, passion in missions.

Supervisory duties for the Missions Coordinator will be the responsibility of the Pastor. The Staff Relations Committee will provide any needed support and/or guidance, as requested by the Pastor.

Every Church Staff Member is an at-will employee of the congregation, and is ultimately responsible to the Church Council and Pastor. Church Staff members maintain a shared promise of confidentiality, conflict resolution, and cooperation. The Church Staff Member also understands the need to attract and retain church volunteers, (which may include but not be limited to, congregational members / friends /visitors) as he or she works to maintain and extend the mission of Pilgrim United Church of Christ. The Staff Relations Committee will provide any needed support and/or guidance to all Church Staff Members, as requested by the individual employee, the Pastor and/or the Church Council.

Support the theological understandings of Pilgrim United Church of Christ (UCC), which promotes intentional hospitality, social diversity, freedom of thinking, and a spirit of grace rather than judgment. Our congregation is Open and Affirming of LGBTQ persons, and is committed to promoting Accessibility and Safe Sanctuary to all who participate in our congregational life.

Education and Experience:

A high school diploma or equivalent is required and two or more years of college is preferred

Ability to follow directions and communicate with all staff and the congregation

Work Environment:

Flexible during special events

Attend monthly staff meetings