

POSITION: Missions and Outreach Ministry Coordinator
REPORTS TO: Executive Director
STATUS: Part-Time (25-29 hours per week) **NON-EXEMPT**
SCHEDULE: Sunday-Thursday **LOCATION:** Hybrid – In person required Sun/Tues +1

POSITION SUMMARY:

This role collaborates with the Missions and Outreach Team to operate the overall process by which Missions and Outreach fulfill its mission of Making God’s Love Real. We do this by inviting, equipping, supporting, and sending lay persons to support our local, regional, and global outreach. This person intentionally builds relationships with and acts as a liaison to community organizations, and also builds nurturing and productive working relationships. This is an interim position that may evolve into a permanent position in 2024 depending on future Staff Parish Relations Committee decisions. The interim candidate would be able to apply for the permanent position at that time.

RESPONSIBILITIES

- Equip teams and individuals to go out, serve, and minister within our mission and outreach activities.
- Recruit people according to their gifts into leadership, planning, and implementation of service opportunities.
- Create training programs for lay volunteers.
- Create effective methods of communicating missions and outreach service opportunities.
- As directed by the Exec Director, act as staff liaison to regional and community organizations we support.
- Maintain caring relationships with our mission ministry partners.
- Provide leadership and support to the Missions and Outreach Team
- Lead the Missions and Outreach Budget Team
- Provide leadership and support to the Open Arms Leadership Team.
- Attend church meetings as needed.
- Other duties, as assigned.

REQUIREMENTS

Education / Training / Experience

1. Bachelor’s degree or relevant experience with some emphasis in religious studies or missions work
2. Skills, aptitude, training practical, and management experience in missions and outreach activities.
3. Ability to coach and lead a team of volunteers and staff.
4. Strong verbal and written communication skills.
5. Understanding of systems and database concepts.
6. Relevant experience in a United Methodist church.

Personal characteristics

1. A Christ-centered, biblically-rooted, warm-hearted faith which expresses itself in a loving, joyful, healthy relationship with others and personal freedom in sharing his/her personal experience of Christ.
2. A clear passion for Christian missions and outreach activities.
3. The initiative to explore the most effective means by which the church’s mission can be fulfilled.
4. Team player who works well with other church staff members, proven effectiveness in working with volunteers.
5. Personal commitment to the spiritual heritage, doctrine, and social principles of the United Methodist Church and to the mission and vision of Hyde Park United Methodist.
6. Evidence of Christian character lived-out through spiritual disciplines and active work in the life of the church.
7. A sense of humor and ability not to take him/herself too seriously.
8. High energy level for the demands of a growing ministry.