

# EVERYDAY MISSION DIRECTOR



Go Ministries

## SUMMARY

This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for developing missional engagement strategies and equip congregants to live and serve every day on mission where they live, work, learn, and play.

<b>TEAM:</b>	Live	<b>HOURS / WEEK:</b>	40+ /Typically MO-FR
<b>REPORTS TO:</b>	Director of Missions	<b>FLSA:</b>	Exempt
<b>DIRECT REPORTS:</b>	No	<b>DESIGNATION:</b>	No
<b>JOB CLASS:</b>	Professional	<b>DRIVING:</b>	Yes

## PRIMARY DUTIES AND RESPONSIBILITIES

- Plans, develops, and implements an outreach volunteer leadership pipeline. Ensures efforts align with OHC's mission, vision, and overall "everyday mission" strategy.
- Collaborates with team members to implement outreach initiatives. Oversees day-of outreach engagement through volunteer leaders and teams.
- Develops and implements engagement strategies to help educate and engage the congregation to be on mission where they live, work, learn, and play. Presents strategies for review and approval.
- Develops and delivers mobilization classes and training on key topics such as servant leadership, understanding and engaging poverty, evangelism and discipleship, how to share your testimony, and cross-cultural ministry. Guides individuals from initial interests to clear placement in service.
- Serves as primary liaison and collaborates with other ministries to help people take their "next step" into outreach engagement.
- Recruits, trains, and retains volunteers. Ensures volunteers complete the onboarding process, including volunteer application, screening, interviewing and training.
- Supports and disciples volunteer leaders and team. Encourages leaders to recruit and develop apprentice leaders and disciple others on their teams.
- Maintains relationships with other churches, organizations, non-profits, businesses and government agencies in the city to help facilitate outreach projects and initiatives. Coordinates specialized training and equipping with ministry partners as needed.
- Participates in the annual budget preparation to ensure adequate funds for the assigned area. Monitors and approves expenditures; directs and implements budgetary adjustments as necessary.
- Attends assigned staff meetings, trainings, and events; solicits and relays information, participates in problem solving, and provides recommendations for policy changes and program development.
- Other duties and responsibilities as assigned.

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## OHC STAFF EXPECTATIONS

- Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
- Embodies Christlikeness and leads with humility, character, and love.
- Demonstrates commitment to unity and willingness to work in a collaborative team environment.
- Personally engaged with OHC's mission and vision.
- Supportive of OHC's beliefs, values, discipleship commitments, and distinctives.
- Consistently models the Staff Values.
- Attends Membership Class and becomes a member within three (3) months of employment.

## MINIMUM QUALIFICATIONS

- Bachelor's Degree from an accredited university.
- Two (2) years of experience overseeing and administrating volunteer or community service programs, professional fund raising, community relations, or related field. Local or global missions outreach experience on a church staff preferred.
- Valid Texas 'C' Driver's License (within six months of employment).

## KNOWLEDGE AND ABILITIES

- Knowledge and awareness of their own spiritual gifts, talents, passions and weaknesses.
- Knowledge of God's Word and Christian biblical foundation and principles.
- Knowledge and experience in strategic thinking and planning.
- Knowledge and experience in people and project management principles, administration practices, organization techniques, and methodologies.
- Knowledge of budget development, expense tracking/reporting and administration.
- Knowledge and experience in relational intelligence, grace, and cross-cultural sensitivity.
- Knowledge of computer office applications and equipment.
- Knowledge of English grammar and vocabulary.
- Ability to build and promote a team culture through relationships, collaboration and teamwork.
- Ability to build trusted credibility and shared ownership within the team.
- Ability to develop leaders and team members for effective ministry.
- Ability to multitask and be aware of details.
- Ability to work alternate schedule as needed.
- Ability to plan, organize projects and prepare detailed reports and presentations.
- Ability to work independently with limited supervision.
- Ability to communicate clearly and effectively through both verbal and written means.
- Ability to establish and maintain effective working relationships with elders, staff, members, and ministry volunteers.
- Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

## PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Occasional lifting/carrying up to 20 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.