

Purpose of New Life: *To know Jesus and make Him known*

Core Values: *The Gospel transforms us as we live in **community** with one another and live out Jesus' **mission** in the world around us.*

Name: TBD

Title: **Coordinator of Mission**

FSLA: Part-time, non exempt

Supervisor: Lead Pastor

Reports: Global Ministries, Outreach Budget, Local Mission, Member Care, and Sending Teams.

Hours: 15-20

Date: 9/26/2019

New Life Presbyterian Church is a PCA church of over 500 people in Dresher, PA, a suburb of Philadelphia. Please send your resume to staffing@newlifedresher.org with "Mission" in the subject line if interested in applying. Also attach a two-minute video of yourself telling us why you think you'd be a good fit for this position (make it simple and shoot it on your phone!).

Objective: To facilitate mission at New Life Dresher as being part of the natural outflow of Gospel discipleship by coordinating opportunities for local and global outreach.

Duties and Responsibilities:

Oversees all of our Global Ministries Teams.

- Sets the agenda for and runs quarterly Global Ministries Team meetings with inputs from the Lead Pastor and in line with our Strategic Plan. (This is a team made up of at least one member of each of its sub-teams: Mission Budget, Member Care, Local Mission, and Sending Teams).
- Evaluates ministry partner applications: Receives new applications for financial support for Christian workers and organizations and evaluates them per our support rubric with the GMT. The GMT will submit proposed new partnerships to the Governance Commission of the Session for final approval.
- Assembles a team of capable people to prepare the outreach budget in the Fall and submits it to the Governance Commission for approval at their October meeting.
- Works with the Treasurer to ensure money is sent to ministry partners in a timely manner.

NLD Job Description



- Develop and implement the GMT handbook with input from the Lead Pastor.
- Ensures sub-teams are recruited for and are functioning in accordance with the GMT handbook.

Chairs the Local Mission Team

- Oversees applications for and relationships with Missional Communities
- Oversees and executes annual Resurrection Offering including promotional material and disbursement of funds.
- Promotes congregational involvement in Missional Communities through print, web and social media.

Administrates overseas trips

- Recruits team leader for trip(s) in conjunction with the Sending Team for approval by the Lead Pastor.
- Coordinates and communicates travel details to participants including visa information, insurances, and flight booking.
- Coordinates with in-country contacts regarding logistics
- Plans pre-trip training times.
- Oversees fundraising efforts with admin staff.

Attends weekly staff prayer meeting, weekly staff communications meeting, monthly all-staff meeting, and other pertinent meetings as defined by lead pastor.

Requirements

- Evidence of a shepherd's heart with a vision and love for the lost.
- All employees must commit to performing their duties in accordance with the stated mission and purpose of the church, New Life Policies and Procedures Manual, and the Westminster Confession of Faith. All employees must be Christians and active members of an evangelical Christian church.
- Committed to an Ephesians 4:12 model of ministry where the focus is on equipping lay leaders to do the work of ministry.
- Able to lead, empower and coach teams.
- A maturing shepherd of the flock who loves the Church and her people. He/She must be committed to the weekly gathering of the church and be willing to become a member if not one already.
- Has a good grasp of what God is doing in the world
- Demonstrates a ministry philosophy of outreach that encompasses both the importance of Christian witness *and* neighbor-love through faithfulness, justice and mercy.
- Either has experience with or is willing to take Living for the King or Sonship (Serge) *and* a Perspectives class.