

PCPC Job Description

Job Title Coordinator for Missionary Care and Events	Job Family Coordinator	Department Missions	Ministry Area Missions & Church Planting	
Reports To Assistant Pastor for Missions and Evangelism or Senior Director of Missions & Church Planting		PCPC Classification Program	Exempt Status Exempt	Date 10/19/2021
<p>PCPC Mission</p> <p>To extend the transforming presence of the Kingdom of our Lord Jesus Christ in Dallas and to the world.</p> <ul style="list-style-type: none"> • We long to worship God together. • We know and live the Word of God. • We pray bold and dependent prayers. • We tell stories of rescue. • We long to change the world. 				
<p>General Job Family Descriptor</p> <p>Ministry driven; heavily interfaces with membership and coordinates volunteer schedules; high level of activity and people-facilitation. Plans, directs, organizes, and coordinates resources for activities, processes, projects and/or events for department/ministry area. Advanced people skills and solid data-base skills required.</p>				
<p>Purpose of Job</p> <p>Serve as primary contact for PCPC missionaries. Coordinate details for all ministry needs and aspects of missionary care. Help coordinate financial support for missionaries. Coordinate events for missionaries. Communicate with and mobilize PCPC members and ministries to be involved with mission activities. Lead the Missionary Prayer Ministry; serve as liaison for the Missionary Townhouse.</p> <p>The employee's primary duty is the performance of office or non-manual work directly related to the management or general ministry operations of the church or church membership; and the employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.</p>				
<p>Key Job Responsibilities</p> <p>A. Abide in Christ – depending, abiding relationship with Christ personally expressed through the Five Statements of Identity.</p> <p>B. Facilitate Missionary Care</p> <ul style="list-style-type: none"> • Serve as primary contact for 42 PCPC missionary families. • Coordinate missionary care and hospitality for visiting missionaries. • Coordinate ongoing missionary care for 12 local missionary families. • Lead prayer effort for PCPC missionaries. • Serve as liaison for the PCPC Missionary Townhouse. • Lead Missionary Care working group and Missionary Link Ministry. • Update missionary financial and contact information to database. <p>C. Coordinate Events for Missionaries</p> <ul style="list-style-type: none"> • Develop, plan, and coordinate events for PCPC missionaries, i.e., Missionary Mailings and other gatherings. • Assist with the planning of mission conferences. <p>D. Facilitate Missionary Communications with church members and leadership</p> <ul style="list-style-type: none"> • Promote communication between missionaries and the congregation (individually and through group events). • Manage annual missionary questionnaire process. • Compile quarterly missionary prayer requests into Prayer Booklets (digital and printed). • Review and respond to missionary and ministry support requests. • Create and distribute monthly Missions Prayer Calendar. <p>E. Mobilize PCPC Members</p> <ul style="list-style-type: none"> • Encourage members' and ministries' involvement with missionaries. • Work with Communications to coordinate publicity for missionaries. 				

F. Assist in Budget Preparation and Planning

- Coordinate annual support level recommendations for missionaries.
- Assist with funding requests throughout the year.

G. Assist Missions Team Members as needed.

Education and Experience Required

College degree and missions experience are preferred. Five years administration/coordination experience and four years of managing projects/events preferably in non-profit environment. Must be highly organized and able to prioritize multiple tasks. Must take initiative. Must possess devotion to prayer, passion for missions, and heart for hospitality and ministry to missionaries. Proficient in Microsoft Office (Word, Excel, Publisher) and Zoom. PCPC membership is highly desired.

Job Complexity

- Area of work enhances ministry opportunity by coordinating workflow and resources
- Heavy involvement with volunteers, church members and visitors
- Work has 3-year planning and budget focus with alignment with PCPC vision
- Work requires a project management approach and resourcefulness for simultaneous projects
- Work requires interaction with diverse cultures

Work Environment

- Christ-centered
- Normal office and church environment
- Standard and non-standard office hours and days
- Highly relational and team oriented
- Process and/or project driven workload