

## PCPC Job Description

*Park Cities Presbyterian Church exists to extend the transforming presence of the Kingdom of the Lord Jesus Christ in Dallas and to the world.*

PCPC's Mission Statement

**Job Title:** Ministry Leader for Short-Term Missions

**Date:** August 31, 2022

**Supervisor:** Senior Director of Missions

### **Purpose of Role**

Lead the short-term mission efforts by mobilizing and discipling through outreach trips and events. Encourage, recruit, train, and equip members for missional and evangelistic ministry by coordinating short-term mission opportunities.

### **Alignment with Mission and Vision**

Extending God's Kingdom through short-term opportunities. Connect members to missionary minded teams who will share the gospel and serve together. In cross cultural settings members experience personal growth in faith by extending themselves and sharpening their evangelism gifts in hands on ministry settings.

### **General Job Family Descriptor**

Ministry driven; heavily interfaces with membership and volunteers; high level of activity and people-facilitation. Plans, directs, organizes, and coordinates resources for activities, processes, projects, and/or events for department/ministry area. Establishes strategy, determines direction, sets objectives, and responsible for outcomes. Teaches, trains, mentors, equips, and/or disciples. Provides staff and/or volunteer leadership and accountability; usually recruits and trains volunteers.

### **Key Job Responsibilities**

#### **A. Abide in Christ**

#### **B. Establish short-term mission opportunities under the direction of the Missions' Team leadership, and in coordination with established strategic "sending plans" determined within each ministry of PCPC. (May include some travel to ensure that missions trips are planned well.)**

- Research and develop short-term mission trip/cultural exchange opportunities that support M&CPs philosophy of ministry by working with ministry partners (e.g., missionaries, indigenous leaders, Missions agencies)
- Facilitate short-term mission trips and cultural exchanges by collaborating with pastors, lay leaders, and staff

#### **C. Recruit and train leadership for short-term mission teams**

- Primary recruiter for team leaders/team members
- Train and equip team leaders (spiritually and logistically) for PCPC directed trips

#### **D. Prepare, organize, and maintain short-term mission material, files, and documentation**

- Help assess and prepare for training of team leaders and members
- Prepare and update orientation materials for team leaders and members
- Organize and maintain information and files for each trip
- Update processes for efficiency

#### **E. Oversee short-term mission team training**

- Assure that teams are properly trained; includes attending some team meetings as needed (some Sundays and evenings required)
- Train team members on PCPC process of fundraising

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- Help establish and develop a vision and process for discipleship within short-term missions from elementary school children through adults, ensuring that training aligns and supports M&CP's Philosophy of Ministry and PCPC's spiritual formation goals. ("What goes deepest to the heart goes widest to the world.")
- F. Coordinate all logistics for short-term mission teams and work closely with missionaries**
- Coordinate logistical support for mission trips and cultural exchanges, including establishing and maintaining budgets; make travel arrangements; establish schedules by communicating with mission agencies, missionaries, and team leaders/members; maintain and collect trip payments; make distributions; investigate, organize, and maintain insurance information for participants; work with M&CP staff to oversee cash advances and reconciliations
  - Facilitate short-term mission trip information and time-sensitive paperwork (criminal background checks, PCPC applications, health & release forms, and insurance); create and maintain short-term trip binders as relevant for each trip; provide assistance with trip arrangements and team meetings; ensure legal documents and immunizations are received prior to each trip; track fundraising; process cash advances and subsequent reconciliations for short-term mission teams
  - Debrief with leadership and volunteers after each mission trip; capture life-changing testimonies to share with congregation
- G. Coordinate cross-cultural exchange opportunities**
- Coordinate Dallas based cultural exchange programs in conjunction with current partners and ministry emphasis on the field, where international guests visit Dallas to interact with Christian families (PCPC members), experience American culture, and learn English
- H. Maintain standards of excellence in PCPC short-term mission trip endeavors** (includes some travel and leading of mission trips to ensure that challenges, solutions, and best practices are experienced)
- The primary goal of the mission trips is to ensure the needs of the field are met
  - Facilitate interpersonal conflict resolution among team leaders and members
- I. When appropriate, assist in mobilizing PCPC members (who have gone on short-term mission trips) into our missionary development program**

### Training, Education, and Experience

Two-year Associates Degree or equivalent experience required; four-year degree is preferred. Experience in cross-cultural mission work is required. Established history in mission trips is preferred. Five years of administration coordination and four years of managing projects/events preferably in non-profit environment is preferred. PCPC membership is desired.

### Competencies and Skills

Proficient in Microsoft products. Must possess a heart for extending God's kingdom. Should be extremely intuitive, decisive, competent in crisis management, able to teach with ease and clarity, and lead with wisdom, maturity, and humility. Must be a self-starter, strategic thinker, and team builder. Must be able to determine and discern next steps with confidence. Excellent communication skills, comfort in cross cultural situations, and ability to interact with diverse cultures is essential. Work requires a project management approach and resourcefulness for simultaneous projects.

### Work Environment

- Normal office and church environment; Christ-centered environment
- Mix of standard office hours and days; some non-standard office hours and days
- Must be able to work 15 – 25 times a year on Sundays
- Process and/or project driven workload