

Church Relationship Facilitator

Vision (Working):

See the US Church fulfill its role by joyfully engaging with the Global Body of Christ in the Bible Translation movement

Mission (Working):

Serve the US Church by building relationships through vision casting (mobilizing), resourcing, and providing opportunities that enhance (expand) their engagement with the Bible Translation Movement.

Job Description Summary:

The Church Relationship Facilitator builds relationships with church leaders from churches that are currently engaging with Wycliffe USA, as well as churches that seek to engage or are prospective church constituents for Wycliffe within an assigned geographic area or other affinity. The representative serves churches and church leaders through exploring areas of overlapping interest or engagement, seeking how Wycliffe can serve the church, and offering opportunities for Bible translation engagement to the church. Will be a key player in the development of the new department. All of this is done, keeping in mind Wycliffe USA's core principles of Church Relations: being relationally focused, built for diversity, inclusivity and belonging, holistically collaborative and working from a spirit of generosity.

Reports to: Associate Director of Church Relations

5 Key traits:

1. Loves the Church in all of her varied and complex beauty
2. Loves to meet new people and build relationships
3. Loves to connect dots, build bridges and solve problems
4. Loves to collaborate with other teams in Wycliffe.
5. Isn't afraid to learn new ways of doing things. Innovation excites us.

Major Job Responsibilities:

- Reach out to Wycliffe affiliated churches with a current or past relationship of supporting members or projects in the territory to learn how these churches might best be served.
- Manage a caseload of churches within the designated area through regular visits, calls, emails and other communication touches.
- Develop a relationally focused moves management plan for churches in order to begin or strengthen relationships and levels of engagement.
- Connect church leaders with appropriate Wycliffe USA staff and resources that can meet their needs for engagement (e.g. partnership development, recruitment, staff care, advancement, prayer, speakers' bureau, etc.) while continuing to be the lead relationship manager.
- Learn and use Salesforce software to research and track interactions and engagement processes with church caseload.
- Support, resource and collaborate with other Wycliffe teams in their existing church relationships.
- Work with senior leadership, board members and regionally-based advocates to develop networks and execute strategies.

- Advocate for the Perspectives program with church partners and networks and share interest with the Perspectives team. Assist with coordinating communications, events and teams as needed.
- Speak in group settings (missions committee meetings, church services etc.) about Wycliffe and Bible translation.
- Facilitate discussions on diversity, inclusion and belonging as it relates to the Bridge program.
- Assist with special projects and events in the territory or at headquarters as needed.
- Set and pursue individual spiritual and professional growth objectives, and manage time to meet those objectives.
- Provide significant input and creative ideas to the Church Relations leadership as the team formulates and tests various new structures and strategies.

Process travel plans, expense reports, budget requests, etc.

Interpersonal Skills:

- Able to interact with church leaders and other influential individuals with a high degree of professionalism, including those of diverse ethnic and racial backgrounds.
- Committed to Wycliffe USA being able to relate well to a diverse constituent base, including ethnicity, age and gender.
- Comfortable asking individuals to engage with Wycliffe USA, including for funding as appropriate, in large group, small group and one-on-one settings.
- Approachable, easy to talk to, and an excellent listener with a high level of interpersonal and written communication skills.
- Understand excellent customer service and be able to meet the needs of internal and external customers in a prompt, courteous, and professional manner.
- Demonstrate godly character exemplifying qualities of honesty, trustworthiness, initiative, creativity, tenacity, diligence and dependability. Able to solve conflict using biblical principles.
- Able to accept feedback and responsibility for own actions and follow through on commitments.
- Self-motivated and able to work without close supervision while displaying a desire to achieve personal and organizational goals.

Organizational Representative:

Present the global ministry of Wycliffe and encourage interested individuals and churches to participate in this work. Maintain an exemplary standard of ethics and conduct that reflects biblical principles.

Travel Requirements:

Must be able to travel domestically 5-20% of the time, depending on the territory and home base location. Occasional international travel is possible.

Other Requirements:

Must have a strong reliable internet and phone connection. Ability and willingness to alter work schedule in order to work evenings or on weekends as required by the position. If not living in a strategic location, the ability and willingness to relocate to one.

Member Responsibilities:

The following responsibilities apply to any employee who is also a member of the religious organization: Partnership Development - Build and retain a team of prayer and financial partners that will sustain them during their entire Wycliffe ministry according to the Wycliffe Partnership Development policy.

Minimum Skill Sets (KSAs):

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Spiritual Bona Fide Occupational Qualification (BFOQ):

Demonstrates desire and ability to support corporate Biblical and religious goals and participate in regular work related spiritual activities without mental reservation. Must understand and support the Biblical principles of missionary service and partnership development. Must be comfortable praying with and for churches and individuals as well as discussing and presenting on spiritual topics.

Physical Demands:

Ability to spend significant amounts of time using a computer, tablet and cell phone. Must be able to lift and/or move 15 pounds.

Technical Skills:

Able to, with training, learn new software, procedures and techniques for engagement.

Education & Experience (Preferred):

Bachelor's Degree plus four or more years of significant, related experience; or an equivalent combination of education, training, and experience. Previous experience as a successful collaborator with cross-cultural experience required. Bilingual English/Spanish is also preferred. Pastoral experience is also beneficial.

If you are interested in this position, contact below persons.

Stephanie de Oliveira: *Director of Church Relations*

Wycliffe Bible Translators USA

Email: Stephanie_de Oliveira@[wycliffe.org](mailto:Stephanie_de Oliveira@wycliffe.org) O: 407.852.3713

Scott Ross: *Assoc. Director of Church Relations*

Wycliffe Bible Translators, USA

E mail: Scott_ross@[wycliffe.org](mailto:Scott_ross@wycliffe.org) M: 402-517-6250 (call or text)

John Chung: *Retired Korean Church Relation Facilitator*

Wycliffe Bible Translators, USA

M:214)566-7012(call or text)

Email: John_chung@wycliffe.org

