

Responsible to: Pastor of Global Engagement

Status: Temporary, Part-time, hourly

General Position Overview: To serve God at Whittier Area Community Church by coordinating short-term mission opportunities as part of the Go and Serve team. The *Go and Serve* Team has three key areas of focus: serving in the church, serving locally and globally. The primary focus of this role is to mobilize the church to serve globally under the direction of the Pastor of Global Engagement.

Ministry Responsibilities:

- In collaboration with the Pastor of Global Engagement, assess the needs of our global long-term efforts, mission organizations, and of the church body, and remove barriers and facilitate opportunities for the church to serve globally through short term trips, using healthy missiological practices.
- In collaboration with the Pastor of Global Engagement, find strategies to engage individuals and groups in short term global serve opportunities.
- Recruit and develop short-term team leaders and partner with them to develop and equip their short term teams.
- Plan and facilitate: all pre-trip, on-trip, and post-trip short term mission processes, including advertising trips, forming teams, training teams, arranging logistics (airfare, transportation, lodging, etc.), managing finances, and debriefing teams in collaboration with the Global team.
- Participate on the Short Term Administrative Team, and as time allows on the Missions Administrative Team as a non-voting member.
- Oversee all of the short-term missions accounting and paperwork in collaboration with the Pastor of Global Engagement, the Administrative Assistant to Global Engagement, WACC's Accounting Department, and Human Resources Department.
- Partner with the Go and Serve Team to collaborate on advertising the global serve opportunities.
- Oversee the Global Engagement's WACC web page for the short term mission opportunities and oversee the Focus Missions accounts for WACC's short term teams in collaboration with the Administrative Assistant of Global Engagement and Pastor of Global Engagement.
- Keep abreast of current trends in Global Short Term Missions through reading and interfacing with others involved in short term missions.
- In collaboration with the Pastor of Global Engagement and the Administrative Assistant to Global Engagement, plan and manage any short-term mission events, such as the short-term missions offering/commissioning and the annual short term missions fundraiser/sharing night.

Qualifications:

- Strong personal relationship with Jesus Christ as evidenced by spiritual maturity and a close daily walk with Him, including a vision for the area of ministry consistent with WACC's mission statement.
- Experience as both an effective short-term team leader and teammate in prior ministry experience.
- Experience in global cross-cultural missions preferred.
- Educational background in intercultural/global studies preferred.
- Strong customer service skills: excellent phone, email, and personal etiquette as evidenced by a diplomatic, caring personality.
- Very strong and natural ability to be detail oriented, and a strength in managing several ministry efforts operating simultaneously.
- Strong ability to manage finances and perform accounting tasks.

- Able to function in both a support role under the Pastor of Global Engagement and the Coach of the Go & Serve Team, as well as a leadership role over the Administrative Assistant to Global Engagement, short-term team leaders, and other volunteers.
- Responsible, honest, reliable, flexible, self-directed, and humble leader; able to take initiative, direction and correction.
- A personal passion for and mature understanding of healthy and effective short-term missions in the overall framework of long-term missions.
- Committed to the theological stance of the WACC and Converge.
- Have flexible hours during the year that can match the lower and higher ministry demands, including weekends and evenings.
- Available to work during the normal office hours.

Working Church Staff and Volunteer Relationships:

- Report directly to the Pastor of Global Engagement.
- Be a team player with the Go & Serve Team, along with other staff, through active participation in meetings and by developing relationships that are mutually supportive on both a professional and personal level.
- Participate in meetings, worship services, and conferences as requested by the Senior Pastor, the Executive Pastor, the Go & Serve Team Coach, and by the Pastor of Global Engagement.
- Participate in Senior Pastor designated “all-in” church wide (volunteer) events (i.e. Easter, Christmas, VBS)
- Be informed of and function within the guidelines outlined in the WACC Policy and Personnel Manuals.

Benefits and Compensation:

- Salary and benefits will be reconsidered each year by the Salary Review Team.
- Insurance coverage, retirement, vacation, medical and other benefits are described and detailed in the WACC Personnel Policy Manual.
- This is a Part Time Temporary position, 15 hours per week hourly on average, with an end date no later than December 31, 2019.

I have read and agree to the carry out the responsibilities, programs, and policies to the best of my abilities:

Signed: _____ Date: _____

Supervisor Approval: _____ Date: _____