

Responsible to: Go and Serve Team Coach

Status: Full time, Salary

General Position Overview: To serve God at Whittier Area Community Church (WACC) by leading the church's Global Missions program. The Go and Serve team has three key areas of focus: being on mission by serving in the church, serving locally, and globally. The primary focus of this role would be to oversee Global Missions at WACC.

Ministry Responsibilities:

- Work with the Go and Serve Coach in developing, promoting and maintaining a strong, ongoing, well-balanced global missions program in the church.
- Join and oversee the Missions Administrative Team (MAT) in carrying out its responsibilities and in an evaluation of the WACC Missions policy and program. MAT responsibilities include:
 - Serving as liaison between WACC and its Global Partners, encouraging WACC attendees to become involved in Global Missions efforts, recommending support levels for new and continuing Global Partners, promoting Global Investing within the church, developing an annual Global Missions budget to be presented to the Church and its Board, supervising and evaluating the allocation and expenditure of Global Missions funds in relation to the priorities and objectives of the WACC Global Missions program, and reviewing the effectiveness of the supported Global Partners work in the field.
- Maintain regular contact with WACC's global partners on-field and on home assignment.
 - Provide care to global partner families (throughout their missionary journey- from pre-acceptance to permanently returning to the U.S.) on the field and on home assignment, visiting them on the field when possible, assisting with re-entry and on-field transitions, reviewing needs, and interacting as an advocate with sending organizations when needed.
 - Develop and oversee new global partner candidates' preparation for the field.
- Shepherd WACC's Congregation to have God's heart for the world and Oversee Short Term Missions.
 - Lead the Short-Term Administrative Team (STAT) in carrying out its responsibilities to support Short-Term Missions and overseeing funding.
 - Assess the needs of our long-term global efforts, mission organizations, and of the church body, and remove barriers and facilitate opportunities for the church to serve globally through short term trips and other cross-cultural experiences using healthy missiological practices.
 - 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.
- Maintain accurate information and opportunities on WACC web pages pertaining to Global Engagement and within digital management tools like Ministry Platform and Focus Missions.
- Partner with the rest of the Go and Serve Team to collaborate on advertising the global serve opportunities such as on social media, as featured items, on Sundays, in specific grow groups, etc.
- In collaboration with the Administrative Assistant to Global Engagement, plan and manage any additional short term mission events, such as the short-term missions offering/commissioning and an annual short-term missions fundraiser/sharing night.
- Supervise the Administrative Assistant to Global Engagement in performing their duties and establishing goals in support of WACC's Global Missions Program.
- Keep abreast of current trends in global missions through reading, interfacing with others involved in missions, and attending conferences in the field of missions.
- Keep abreast of technology and its potential use in connecting with and servicing our short-term missionaries and global partners.
- Participate in "All-In" church staff events to the level that is appropriate for a full-time employee.

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 your ministry consistent with our mission statement.
- Committed to the theological stance of the WACC, Converge Worldwide and supportive of the ministry of the Southwest District.
- B.A. or B.S. degree in Intercultural Studies, Anthropology, Counseling, Biblical Studies, or a related field. Willingness to seek additional training, if needed.
- A good understanding of and a passion for global missions and cross-cultural work.
- Sufficient mission field experience to provide a mature understanding of overseas and cross-cultural missions.
- An irenic (operating in a manner conducive to peace) spirit, wholesome, positive, and caring toward the global partners, the WACC staff, the community, and the congregation.
- Committed to WACC's mission statement and Core Values and supportive of its culture.
- A member in good standing of an evangelical church and willing to join WACC shortly after employment.

Working Church Staff and Volunteer Relationships:

- Report directly to the Go and Serve Coach.
- Develop and be responsible for departmental meetings with volunteers and/or support staff as needed.
- Work in partnership with the Go and Serve team.
- Be a team player 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, retreats and conferences as requested by Supervisor and/or the Senior Pastor.
- Participate in Senior Pastor designated "all-in" church wide events (i.e.: Easter, Christmas, Serve, VBS).
- Be actively involved in WACC church life (i.e.: attend Sunday services, participate in a Grow group, and/or volunteer in its ministries).
- Be informed of and function within the guidelines outlined in the WACC Employee Handbook.

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 Employee Handbook.
- This is a full time, 40+ hour per week salaried position.