

**FIRST UNITED METHODIST
CHURCH
TULSA, OKLAHOMA**

Position Description:

DIRECTOR OF GLOBAL OUTREACH

REVISED: May 2016

Reports to:
Executive Minister

Summary:

The Director of Missions provides leadership to, guidance to and training of FUMC members so that they can more obediently respond to the Great Commission in five ways: 1) direct participation in sponsored cross-cultural ministries; 2) regular intercession and prayer for the church's global ministry; 3) compassionate hospitality to immigrants and foreign visitors to the US and Tulsa; 4) volunteer assistance & training through the FUMC Missions Council and Missions Department; and, 5) participation in a yearly Faith Promise offering.

General Responsibilities:

1. Administrate FUMC's involvement in cross-cultural evangelism and discipleship in cooperation and coordination with the Missions Council.
2. Collaborate with the Minister of Local Ministries and the Minister of Student Ministries in their respective missional initiatives. Assist and resource other departments and program areas in their missional tasks.

Specific Responsibilities:

1. Provide Christian leadership by engaging the local church in visioning, planning, researching, educating and ministering in and through a global Christian perspective of theology, missiology, anthropology, and sociology.
2. Assist the Missions Council and its officers in the execution of their duties, including the preparation of agendas and reports and the conduct of meetings.
3. Interpret and promote the mission vision, policies, program and operations of the Missions Council to the congregation.
4. **Recruit, educate,** and resource Missions Council leadership, members of the Council, Focus Teams and Volunteer in Mission leadership by providing helpful materials and information for the effective accomplishment of their work.
5. Assist in the planning and execution of church-wide mission events and Faith Promise fund raising campaigns.

6. Assist the church Financial Office in the management and disposition of funds raised and allocated for missions and missionary support and the reporting of this action to the Mission Council.
7. Supervise and assist the Volunteer in Mission Coordinator/ and /or volunteers in recruiting, provide training materials and managing volunteers to participate in a variety of short-term missions' experiences internationally and occasional local outreaches.
8. In partnership with the Local Ministries Minister, supervise the Local Focus Coordinator. Assist in visioning and implementing of local partnerships and connections including the scope of Anchorhold (Intentional Community) Ministry.
9. Organize teaching on the theology, history, practice of ministry and current issues of missions when opportunities are presented for teaching through FUMC's education ministry or other missional educational opportunities with the congregation in contextual to their work and ministry.
10. Through the Missions Department, assist other departments of the local church engaged missions/global Christianity contextual to their work and ministry.
11. Establish and nurture relationships with the leadership and organizations of various mission directors, national and international mission boards and agencies.
12. Provide appropriate local church-based comprehensive care and connection for supported missionaries, including ongoing communication, pastoral care, transitions, crisis care and/or visits with missionaries in the field.
13. Participate in selected short-term mission projects and foster partnership relationships with those long term focus areas.

Director of Global Outreach North Park Community Church Responsibilities and Annual Objectives

Primary Responsibilities (general and ongoing):

- ✓ Serve as the leader of the GO Ministry Support Team.
- ✓ Serve as an engaged member of the pastoral team, handling duties assigned by lead pastor.
- ✓ Interact regularly with all our missionaries to encourage and support them.
- ✓ Stay current on global missions trends, opportunities and challenges
- ✓ Build a Biblical global outreach perspective for staff, leaders and congregation at large.
- ✓ Partner with other staff members to develop strategies for engaging their ministries in missions (e.g. Children's ministries, High School, Enroute, Adult and Seniors ministries)
- ✓ Inspire the congregation to become actively engaged in the work of North Park Global Outreach (through events, education, and communications).
- ✓ Identify, encourage and equip North Park people for involvement in missions.
- ✓ Plan, develop and coordinate a long-term Mission strategy and program for the church.
- ✓ Create an annual Missions plan and budget with specific goals, dates and deliverables. Execute the plan and report on progress monthly.
- ✓ Review and enhance Missions policy documents as required (at least bi-annually) and ensure adherence to policies.

Objectives

OBJECTIVE	ACTION
1. Raise the profile of missions at NPCC.	1. Collaborate with other departments to develop strategies for engaging their ministries in missions.
	2. Inspire and inform the NPCC family through the deployment of critical resources and training opportunities.

	3. Identify / Design strategic and meaningful opportunities for service in global missions and develop individuals and teams for the purpose of using their gifts and skills.
	4. Utilize regular events (e.g. Hour that Changes the World) to increase awareness and prayer support. Create a Calendar of Events for Spring and Fall.

2. Deepen the connection that exists between NPCC family and missionaries in the field	1. Join the Long-Term Committee (LTC) and contribute to increasing the communication and alignment with Missions Board activities and policies.
	2. Work with the LTC to develop a set of Renewed Responsibilities.
	3. Work with the LTC to develop a framework for Home Teams along with materials. Implement for 3-6 Commissioned Missionaries during year.
	4. Work with LTC to develop a process for missionary preparedness by October 31.
	5. Work with LTC to evaluate the effectiveness and strategic alignment of every missionary by December 15.

3. Improve our use of Preferred Agencies (PA)	1. Work with Partnership Committee (PC) to complete certification process.
	2. Work with PC to develop Round 2 list of potential PAs by April 1.
	3. Develop a plan for use of resources of PA on various levels and programs within the church.
	4. Develop a plan for Christmas Initiatives by April 30. Begin executing the plan to be ready for presentation to the staff by August 30, and the Church by September 30.

4. Increase the impact of our Strategic Initiatives	1. Present a status report on our partnership plans on a bimonthly basis.
	2. Develop a plan for future Strategic Initiatives by Apr 1. Review first with LP/Chair.

5. Enhance the effectiveness of the NPCC Missions Board	1. Actively support and provide input into development of Missions Governance documents (e.g. Strategic Direction, Policies, Handbook, etc.).
	2. Work with outgoing Treasurer to train new Treasurer for effective completion of core responsibilities by April 30.
	3. Work with Treasurer to improve financial policies, accounting and reporting by June 1.
	4. Submit annual Missions Financial Plan to Missions Board in November meeting.
	5. Present Director's report at each Missions Board Meeting.
	6. Meet with Chair or Vice-Chair weekly to review activities, plans, status, priorities and issues.
	7. Meet with Chair and Vice Chair quarterly to review performance on responsibilities and annual objectives.

Jubilee Fellowship Global Missions Pastor

- ✦ Lead, pastor and provide vision and direction for all aspects of JFC Global Missions Program
- ✦ Administrate and oversee Global Missions budget
- ✦ Pastor, develop, and foster relationships with current/future Long Term Missionaries
- ✦ Foster and develop relationships with organizations, churches, and missionaries that can help further mission of JFC Global Missions
- ✦ Missions Moments & Guest speakers
- ✦ Future short and mid-term mission trip development/sites visits/exploratory/pastoral visits
- ✦ Foster relationships and cross-functional collaboration between ministries and campuses with Jubilee Global Missions department

Pastor of Local and Global Outreach Church of the Open Door

Qualifications:

1. An evident heart and love for God, the local church and the cause of local and world evangelism, coupled with having the qualifications for the office of elder as outlined in 1 Timothy 3 and Titus 1.
2. A heart to see the missional aspect of our church reach its full potential.
3. An educational background in Christian ministry, including at least 30 hours of Bible, along with a distinct call to Christian ministry.
4. The ability to communicate a vision for **outreach** and lead people to accomplish that vision.
5. A heart to devote the necessary time to reading and meditating on the Scriptures, prayer, personal growth and study so as to fulfill his role as a spiritual leader in the church family.

Reports to: Senior Pastor

Accountable to: Board of Elders

Job summary:

To assist the Senior Pastor in carrying out the mission/vision of the church by providing excellent leadership in the areas of local and global **outreach**. The Pastor of Local and Global Outreach will have the summary job of helping our people grasp God's great heart for lost people locally and around the world, leading them to respond as "prayers," "goers" and "senders".

Description of Responsibilities:

1. Articulate vision, goals and strategies, using a team approach, for COD to put in place to develop an "outreach mindset" that permeates our ministry.
2. Employing a team approach, gather a team to develop and execute outreach opportunities that, **both locally & globally**, will demonstrate the love and Gospel of Jesus Christ to the people of our community **and those around the world**.
3. To provide pastoral care for COD's missionaries and build a relationship with them by encouraging prayer for them, communicating by phone with them at least 3 times per year, visiting at least 2 missionary units per year on the field, ministering especially to the COD member missionaries while they are on home assignment by befriending them, helping to meet their needs and leading them to opportunities to serve in the church.
4. To oversee the administrative details of our cross-cultural outreach, including leading the planning and execution of all aspects of the Missions

Festival, overseeing the development of the outreach budget, overseeing all financial aspects of the Faith Mission Committee's work, scheduling missionary presentations and overseeing any arrangements for these visits, compiling and presentation of missionary information to the congregation. This person is the bottom line in making sure all these details are attended to.

5. To recruit quality, passionate and discerning people to serve on the Faith Mission Committee and to lead that committee by shepherding, educating, team building, evaluating our present ministry, and orchestrating the strategic goal setting process.
6. To be the "chief cheerleader" for outreach at COD by staying current in outreach trends, promoting outreach to our youth, representing the cause of outreach at COD organizational meetings, identifying potential future missionaries as well as providing them counsel and prayer, maintaining relationships with applicable mission agencies, and attending mission conferences/seminars.
7. To teach & train our people how to think strategically, serve others, build relationships and how to share their faith individually and as a group.
8. To develop and oversee an outreach training curriculum that will be incorporated into the COD Discipleship Wheel that will help our people to be engaged with not-yet-believers locally and that will ultimately be the training tool in preparing COD'ers for cross-cultural ministry.
9. May perform other related pastoral duties as needed and assigned by the Senior Pastor.

Director of Global Partnerships Irving Bible Church

IBC is on a journey committed to growing in Christ, connecting in community, and joining the mission.

Position Focus:	Director—Global Partnerships, Oversight of in-house missional programming.
Purpose:	The Director of Global Partnerships develops, supports and maintains relationships with IBC's global partners. Also, provides support to all in-house missional programming (including, but not limited to, 2435 Kinwest & Medical Clinic) as well as IBC projects (i.e., Angel Tree).
Reports To:	Brent McKinney, Mission Pastor
Relates To:	IBC pastors & staff, mission team (as a committee member), communications staff, global partners and their IBC liaisons, area church missions directors, in-house project leaders/volunteers.
Essential:	Passion to reach those that don't know Christ, especially those around the world; desire to serve global partners with excellence through development and maintenance of meaningful relationships; desire to engage IBC body in global missions; ability to work alongside Mission Pastor to strategically expand IBC's global footprint; cross-cultural experience and familiarity with mission agencies and practices; freedom to travel internationally 2-3 weeks at a time several times per year; ability to recruit, develop and maintain volunteer leaders for in-house missional programming as well as organize IBC ministry projects; excellent relational skills.
Status:	Full-Time
Responsibilities:	• Cultivate an authentic personal relationship with Jesus Christ through prayer, time in the Word, accountable relationships, private & corporate worship, and gifted service. • Support our missionaries overseas through prayer, encouragement and hospitality when they are in the US. Lead volunteers and the IBC body into a deeper connection with the work our missionaries are doing overseas. • Encourage our partners and missionaries through short term trips. Coordinate trips where the IBC body can participate in the work of God overseas. • Provide ongoing assessment/evaluation of partnerships and IBC's impact/involvement against the mission "mandate" & strategies, including serving on the Mission Team. • Professional development through conferences, seminars, classes, etc. • Work in conjunction with any and all IBC ministry/leaders in creating mission initiatives, including strategic planning and budgeting, ensuring mobilization of IBC staff and body to serve each global partner through (ideally) visiting every 3 years. • Ensuring maintenance of global ministry budget, including funding schedules for partners/missionaries. • Oversight of the 2435 Kinwest programming/scheduling and strategic classes, including ensuring full support of volunteer leaders.

- Oversight of the 2435 Kinwest Medical Clinic, including full support of Clinic Director. Advisory role in development and expansion of clinic as needed.
- Responsible for vision, oversight and implementation of in-house missional projects. “Back-to-School” backpack drive, Thanksgiving baskets, Angel Tree, etc. Recruiting, training and development of volunteers to implement effective ministries to our community

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- Oversight of the 2435 Kinwest Medical Clinic, including full support of Clinic Director. Advisory role in development and expansion of clinic as needed.
- Responsible for vision, oversight and implementation of in-house missional projects. “Back-to-School” backpack drive, Thanksgiving baskets, Angel Tree, etc. Recruiting, training and development of volunteers to implement effective ministries to our community

Job Description
Outreach Director
Olive Branch Community Church

Whatever you do, do your work heartily, as for the Lord rather than for men, knowing that from the Lord you will receive the reward of the inheritance. It is the Lord Christ whom you serve.
Col 3:23-24 NASB

Position Title: Outreach Director

Purpose: To facilitate outreach and church planting in the local and global arenas and to help Members discover their passion.

Qualifications:

- Has extensive experience and training in evangelism
- Has trained others in mission and evangelism
- Has 2 year or equivalent of global missions.
- Is a leader able to lead a large team.

Relationships:

- Reports to the Executive Pastor.
- Receives spiritual oversight and advice from the elder overseeing missions.
- Serves on the Executive Team and coordinates efforts with that team.
- Oversees Local Outreach Team and Global Mission Team

General Duties:

- Provides Vision and direction to local and global outreach (long and short term)
- Develops partnerships
- Oversee local and global outreach teams
- Oversee Missionaries with an agency.
- Coordinate Local outreach efforts
- Coordinate small group outreach
- Coordinate outreach events
- Manage Budget
- Release others to empower team members to lead and oversee outreach
- Release others by providing training to Olive Branch members
- Release others by preaching when called upon.

Expectations and Provisions:

- Spiritual maturity that is evident both privately and publically.
- Ability to spiritually lead and mentor team members by word and example.
- Communication skills that honor our Lord and demonstrate love to others.
- Organize and direct at least one outreach project, event or training per month.
- Work to promote local mission and global mission among small groups.
- Uphold the discipleship model of Olive Branch.
- Attend staff and leadership meetings and annual leadership conference.
- Participate in opportunities for professional growth and attend one major conference per year budgeted by the church.