

CARMEL BAPTIST CHURCH
Position Description

Missions Associate

Ministry Area:	Missional Outreach	FLSA:	Exempt
Reports To:	Missional Outreach Pastor		
Supervises:	Missions Ministry Assistant, Missionary-in-Residence, Volunteers		

SUMMARY OF THE BASIC FUNCTION

Responsible for oversight of the missions efforts of the church to the nations including, but not limited to, leading, planning, organizing, recruiting and implementing all ministry opportunities to reach the nations for Christ.

GENERAL QUALIFICATIONS

Knowledge: Educational background in missional ministry and evangelism is desired. Must have knowledge of and commitment to missional ministry through the local church. A strong commitment to Christ, biblical foundation and a passion for evangelism are required.

Experience: Previous experience in missional outreach through a local church or para-church ministry is preferred. Previous experience coordinating and implementing an outreach program in a local church with a missional vision is preferred.

Skills: Must have strong written and verbal skills to effectively communicate, inspire and motivate others. Must have excellent project management and event planning skills. Must be able to develop and administer a budget for local missions. Must be outgoing, relational, and a self-starter.

Physical Demands/Work Environment: Vision, hearing, and speech are essential to effectively communicate the purpose and vision of the ministry. This position requires international travel which will include multiple long trips (one to two weeks) away from home each year. Must be able to lift at least 50 pounds.

Carmel is committed to making disciples of those Nearest, our Neighbors, and the Nations

Mental Requirements: Must have the ability to organize and lead a group of volunteers. Attention to detail and mental concentration are necessary for performing tasks, meeting deadlines and tolerating frequent disruptions.

SCOPE OF AUTHORITY

Is responsible for advancing Carmel's "Nations" strategy of: *Go, Pray and Give for the Nations*. Will oversee and coordinate volunteer involvement.

ESSENTIAL FUNCTIONS

- Oversight of Global Missions (Nations) Initiatives
- Oversight of Global Missions Partnerships including management of Partnership Champions
- Management of Missionaries in Residence
- Oversight of Mission Trips Team
- Training of all Global Missions Teams and Team members
- Oversight of Missionary Partners Team
- Oversight of the Bumpus Scholarship Team
- Oversight of Disaster Relief Team
- Coordinate with SBC Mission Agencies: IMB, NAMB, NCMB, Metrolina
- Performs other duties as assigned.