

Missions Coordinator

Purpose:

The Missions Coordinator (MC) will assist and coordinate all aspects of the missions department at Bell Shoals. This person will communicate with all of our missions partners (locally, nationally, and internationally), team and trip leaders, campus pastors, and church plant partners in order to carry out our Bell Shoals GO 2030 goals regarding missions.

Hours:

Full Time

Reports to:

The Pastor of Care and Missions

Responsibilities:

- Maintain communications and relationships with our missions partners locally, nationally, and internationally.
- Work with our missions partners for mission trip possibilities.
- Handle all aspects of setting up mission trips for our church.
- Determine if mission team participants are eligible for scholarships and if so, prepare transfer forms for the Finance Department.
- Carry out Team Leader Training for all trip leaders and co-leaders and assist each team to ensure success for all trips.
- Maintain mission supplies/information on trips, etc. at all campuses.
- Make room reservations for team meetings and celebrations when team returns.
- Maintain lists of trips, participants, etc. for Go 2030 goals as outlined by Lead Pastor.
- Update the Mission Manual and Team Leader Manual.
- Meet with the Missions Pastor weekly.
- Prepare Purchase Orders, Check Requests and Transfers for the department and monitor Missions line-item budgets. Help determine these budgets yearly.
- Work with the Creative Team on information needed for the Missions Kiosk in Welcome Hall.
- Serve on Sundays at the Missions Kiosk.
- Recruit, inform, and help train missions volunteers.
- Maintain the schedule for missionary's use of the Mission House.
- First point of contact for walk in's (missionaries, mission organizations, etc.)
- Respond to numerous daily emails and phone calls from Team Leaders, team members, and others wanting information about missions or mission trips, etc.

- Support as needed with other Bell Shoals ministries that fall under Missions: Hearts & Hammers, Disaster Relief, Stitching Sisters, etc.
- Be a staff member that has a commitment to excellence, heart to serve, spirit of humility, conviction to lead, focus on team, culture of fun, and passion for people.

Qualifications:

- Must have a passion for missions and an authentic love for the Great Commission.
- Proficiency in Word and Excel with a working ability in Publisher.

Personal Expectations:

- Maintain God-ordained priorities in your life by putting Jesus Christ first, your spouse second, and your children third, grandchildren fourth, and your ministry fifth.
- Be loyal to the vision and staff and always protect the unity of Bell Shoals Church.
- Invest in and invite the lost to know Jesus and to get plugged into Bell Shoals Church.
- As a member of Bell Shoals, give sacrificially to the ministry of Bell Shoals Church.

Convictional Expectations:

- Adhere to the 2000 Baptist Faith and Message and agree to teach in accordance with it as our guiding statement of faith.