

First Methodist Mansfield Job Description

Job Title: Coordinator for Mission & Serving	FLSA Status: Exempt
Reports to: Director of Mission & Serving	Work Schedule: Full-Time
Program/Department: Mission & Serving	Position Held by:
Benefits: Full benefits	Salary/Pay:
Approved by: Director of Human Resources	Date Approved:

Summary:

The Coordinator of Mission & Serving is to assist and coordinate various program ministries of the Mission & Serving Department along with supporting other areas of the church as needed, working under the direction of the Director of Missions to fulfill First Methodist Mansfield's mission of "Making Disciples of Jesus Christ who love God, love others, and serve the world."

All employees and volunteers are expected to reflect First Methodist Mansfield's core values and perform at First Methodist Mansfield's standards of excellence.

Essential Duties and Responsibilities for the Coordinator for Mission & Serving:

- Under the direction of the Mission Director help to build strong, vibrant, sustainable missional ministries that reflect the vision of the leadership of the church and their passions to offer Christ in various ways locally, regionally and globally.
- Identify, recruit, equip and empower leaders to serve in all areas of mission. This could be seen as the primary role of this position.
- Coordinate with Group Life, Students and Children's Ministries to help develop an understanding of Christian Missions throughout their ministry areas. Assist them with equipping group leaders.
- Help to communicate serving opportunities to the congregation and surrounding community.
- Be a vital participant in the Mission & Serving Network to coordinate and align with all campus programming, theology, team spirit and curriculum.
- Establish, maintain and model a healthy level of self care and life-work balance.
- Serve as a representative of First Methodist Church's mission with other churches, agencies and community.
- Support and serve as needed in all Mission & Serving program ministries.

Expectations:

- Serve with flexibility and patience when working and serving with those from the community, other agencies, church family and fellow co-workers.
- Adapt with the different seasons of the church and ministry areas. Some seasons are more demanding than others & may require days worked & hours to shift.

Education and/or Experience:

Bachelors or Associates degree preferred. Experience working in non-profit and organized church ministry helpful.

Skills and Abilities Required:

- Must possess excellent oral and written communication skills

- Must possess excellent interpersonal skills, the ability to collaborate and work effectively with groups and individuals and to manage conflict
- Must possess the ability to plan, develop, implement, and evaluate programs and ministries
- Must possess the ability to build and maintain strong teams of volunteers through participatory management
- Must possess the ability to identify the actions necessary to complete tasks and obtain results
- Must serve as a positive Christian role model

Computer Equipment And Software Requirements:

- Experience in the use of standard office equipment and technology, Google office products software and Zoom.

Certificates, Licenses, Registrations:

- None required

Physical Demands:

While performing the duties of this job, the employee must be able to move freely in and out of different group settings (homes, church facilities, hospitals, schools, businesses). Must have excellent command of English language and grammar, both verbal and written.

Work Environment:

The employee will work both in an office environment as well as public and private venues beyond the church setting.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.