

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

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Position Title:	Missions Project Coordinator
Department:	Missions
Campus:	Central
Date:	July 2022
Supervisor:	Executive Pastor of Missions
FSLA Status:	Non-Exempt

Position Profile:

The Missions Project Coordinator is a member of Woodside's Global and Local Missions Team and serves under the direction of the Executive Pastor of Missions. The role is designed to support the vision, mission, and purpose of Woodside by helping to implement Woodside's local and global programs consisting of local serving events, missionary care and support, global partnerships, and program management.

Skill Set:

- **Team Building:** Demonstrates discernment, ability to shepherd volunteers, and has strong interpersonal skills. Ability to build and maintain relationships (volunteers, staff, and global partners), while building a culture of trust, facilitating organizational relationships, and understanding team and ministry dynamics
- **Influencer and Motivator:** Ability to cast vision and inspire people around the vision and strategy for mobilizing the Woodside church family locally and globally to serve others
- **Personality:** A personable demeanor and engaging personality; outgoing, relational, and positive
- **High Capacity:** Self-motivated; systematic; works well corporately and independently. Strong project management skills with a proven ability to complete tasks work across all levels of the organization. Ability to problem solve complex issues by breaking them down and identifying next steps. Adaptability to change; able to navigate uncertainty and work independently, balanced with taking direction and guidance
- **Spiritual Capacity:** Demonstrates a personal relationship with Jesus that enables them to disciple and encourage others. Maintains a teachable spirit and is confident in Christ but is aware of their own weaknesses and brokenness. Committed to living out their faith in community with others and serving at their campus

Competencies:

- Acting as a champion for change
- Building and supporting teams
- Creating and maintaining networks
- Delegating responsibility
- Demonstrating initiative
- Demonstrating self-insight and awareness
- Integrity/ethics
- Interpersonal skills
- Maintaining objectivity
- Maintaining work/life boundaries
- Managing resources
- Problem solving/analysis
- Servant leadership
- Teamwork
- Using computers and technology

Experience Qualifications:

- Must meet leadership qualifications stated in the Woodside Bible Church bylaws and be experienced in the leadership of others to accomplish a common purpose
- At least three (3) years of organizational management experience in various areas of ministry within a church or non-profit organization
- Experienced in using Microsoft Office Suite (Word, Publisher, Excel, and Power-Point), and ability to become proficient with software such as GoMethod and Ministry Platform

- Ability to plan and manage details of various projects at the same time
- Demonstrates a dependence on God, humility, and models personal integrity
- Genuinely values people from a wide spectrum of socio-economic/ethnic backgrounds and help others to do the same

Duties and Responsibilities:

- Oversees the coordination of Woodside’s local and global mission’s activities in order to mobilize and encourage the spiritual engagement of the church family with the community and the world
- Coordinates the planning and execution of processes for Woodside’s events and activities including internal and external communication, finances, volunteer management, and facility coordination
- Discovers and implements best practices for program and event execution. Works interdepartmentally to define, set, and enforce adherence to efficient processes
- Builds collaboration by developing strong professional relationships with campus staff, volunteers, and partners to provide clear communication for all of Woodside’s missions activities and programs
- Collects and documents the results and statistics (people serving, churches started, short-term mission trip participants, etc.) for Woodside’s local and global outreach programs
- Recruits and coordinates volunteers to support church-wide serving events
- Manages and reconciles budgets and expenses for events, designated budgets, global programs, local programs, missionary support, and missions’ operations budget

Spiritual Responsibilities:

- Ensures that all actions performed within the context of this job position accomplishes and furthers the mission, vision, and values of Woodside Bible Church (Belong, Grow, Reach)
- Incumbent adheres to the Statement of Faith as established and approved by Woodside Bible Church
- Incumbent is a member in good standing, participates in praying, giving, serving, worshiping and attends special events as an active member of the church

Staff Core Values:

Agree to be in alignment and uphold the core values established for all of Woodside’s staff members:

- **Committed:** We model faithfulness to our church family through commitment to worship gatherings, Life Groups, serving, giving, and evangelism
- **Collaborative:** As one church family across many communities, we prioritize collaboration over speed and value the success of other campuses and teams as much as our own
- **Generous:** As a reflection of the generous nature of God, we live generously with our time, talent, and treasure
- **Gracious:** We know that no one is perfect (including us), so we give the same grace we’ve received to the people we work for and with
- **Positive:** In light of all God’s done for us, we choose gratitude and assume the best of others, creating an uplifting place to serve
- **Productive:** Seen or unseen, we do great work with a heart of worship

Disclaimers:

- Other duties as required may be added or changed. This job description does not constitute a contract for employment
- This is a full-time, salaried, exempt position, which includes weekend and evening responsibilities as needed

PROPOSED REVIEWED BY	DATE
APPROVED BY	DATE