

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

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Position Title:	Short-term Missions Project Manager
Department:	Missions
Campus:	Central
Date:	August 2022
Supervisor:	Pastor of Mobilization
FSLA Status:	Exempt

Position Profile:

The Short-term Missions Project Manager is a member of Woodside's Global and Local Outreach Team and serves under the direction of the Pastor of Mobilization. The role is designed to support the vision, mission, and purpose of Woodside by overseeing the implementation of our short-term mission trips.

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 hosts), while building a culture of trust, facilitating cross-cultural 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 and 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, work independently and can balance taking direction
- **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:

- Accepting responsibility
- Acting as a champion for change
- Adaptability/flexibility
- Building and supporting teams
- Creating and maintaining networks
- Demonstrating self-insight and awareness
- Following policies and procedures
- Integrity/ethics
- Interacting with people at different levels
- Interpersonal skills
- Maintaining objectivity
- Problem solving/analysis
- Project management
- Servant leadership
- Serving others
- 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 global missions 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:

- Coordinates the planning and execution for all of Woodside’s short-term trips alongside of trip leaders including communications with participants, leaders and ministry hosts, trip logistics (tickets, budgets, accommodations, and transportation), adherence to trip policies (insurance, visas, registering with STEP, etc.) reporting trip status, and financial reconciliation of each trip
- Meets regularly with trip leaders to discuss trip progress and resolve open issues
- Partners with trip leaders to coordinate the implementation of participant training
- Records and maintains an emergency response strategy for all short-term mission teams, vision trips, and mobilization teams
- Creates and maintains a risk assessment profile for all trip locations and countries
- Works with the Communications team to create promotional materials and set up new trips on website (information, registration, online giving)
- Provides financial management and accountability for trip donations and account reconciliation
- Responsible to be on-call and work remotely as needed when Short-term Mission teams are in the field
- Assists the local and global missions’ team with church-wide initiatives and events

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
