

Missionary Job Description

Please complete all relevant fields and obtain supervisor approval before submitting to hr@reliant.org (mailto:hr@reliant.org)

Download Missionary Job Description Template Here (https://www.gcmapp.net/Libraries/Employment/Job_Description_Template_MS_Word.sflb.ashx?download=true)

Sample Job Description

Employee Name: Jane Staffer

Job Title: Campus Staff

Location: Anywhere, USA

Supervisor: Joe Campus

MTD Coach: Joe Campus

- Full Time
- Part-Time-- hours: 30
- Associate

Date: January 1, 2016

Position Description: Women's & College Student Ministry

Goals: To serve in college ministry and the church through counseling, discipleship, coaching, and administration.

Principle Responsibilities:

1. Discipleship:

Percentage of Time: 30%

1.1 Meeting individually with college women for building relationships, training, and discipleship.

1.2 Meeting with women who are leading lifegroups for encouragement and equipping in their roles.

2. Administration:

Percentage of Time: 15%

- 2.1 Coordinating church and student events or helping train and encourage those who do.
- 2.2 Coordinating Sunday morning services.
- 2.3 Participating in homegroup leadership team meetings.
- 2.4 Planning/coordinating women's times or needed events/encouragements.

3. Counseling Women:

Percentage of Time: 15%

- 3.1 Meeting with college women to provide counsel, prayer and encouragement.
- 3.2 Meeting with other women in the church as needed to provide counseling.
- 3.3 Utilizing training conferences and opportunities to grow in counseling skills and prayerful, Spirit-led helping.

4. Coaching:

Percentage of Time: 10%

- 4.1 Providing coaching and supervision to women on staff with the church.
- 4.2 Seeking and receiving ongoing training to help develop supervision skills and experience.

5. Professional Development:

Percentage of Time: 10%

- 5.1 Meeting with Joe Campus for supervision and growth in ministry and personal skills.
- 5.2 Studying out areas of growth personally and for ministry.
- 5.3 Seeking and taking opportunities for personal challenge and growth in missions and counseling.

6. MTD:

Percentage of Time: 10%

- 6.1 Raised additional support in order to be at 100% current level.
- 6.2 Building into the current support team that God has given Reliant on my behalf.
- 6.3 Sending bi-monthly prayer letters and consistently communicating with those on the team.

7. Missions Administrative Advisor:

Percentage of Time: 10%

- 7.1 Missions Mentoring- meeting bi-weekly with girls who are interested in being mentored in pursuing missions.
- 7.2 Help with details of content and planning mission trips.

Job Specifications:

- 1. A profession of faith in Jesus Christ.
- 2. Agrees with Reliant's Statement of Faith and Reliant's core values.

Disclaimer:

The preceding job description has been designated to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Approvals:

Employee: Jane Staffer

- • Approval granted
Electronic Signature (last four digits of SS#): 1234
Date: 1/1/16

Supervisor: Joe Campus

- • Approval granted
Electronic Signature (last for digits of SS#): 5678
Date: 1/1/16

Missionary Resources Manager:

- • Approval granted
Date: