

**FRIENDS CHURCH
MISSIONS DIRECTOR
FULL-TIME, EXEMPT**

JOB PURPOSE

Friends Church is a family of Christ-followers who are compelled to change their world. This position serves the church by developing, leading and administering an effective ministry to reach the lost, serve our neighbors and invest in our global initiatives.

ESSENTIAL FUNCTIONS

Some of the primary duties include:

- Oversee staff and ministry partners to expand vision and reach in areas including but not limited to Alpha, neighborhood initiatives, foster care, and India.
- Develop and oversee comprehensive plan to see 200 schools built in India over 10 years.
- Champion the vision of the Dalit people of India.
- Willingness to travel, including internationally.
- Discover, screen, and support Community Impact partners.
- Help engage the people of Friends Church into areas of need by providing ongoing opportunities to participate in local and global initiatives.
- Collaborate across departments to engage all ministries in getting “outside the walls” of the church
- Carry the vision for Missions at Friends, including up-front leadership, caring for local and global leaders, championing events and more.
- Develop and implement church-wide events that serve the Mission (i.e. Boxes of Love, child sponsorship, etc.)
- Design and manage budgets for all areas of Friends Mission.
- Partner with Discipleship ministries, specifically Life Groups, to engage people to live out the Great Commission.
- Recruit, develop, and lead volunteers including ministry partners in all areas of Mission.
- Oversee ministry plans and goals as part of the church-wide strategic planning process.
- Develop strategies to reach goals and regularly report to the team.

QUALIFICATIONS

SPIRITUAL: Must have a personal relationship with Jesus Christ and must have a heart for ministry. Must hold to the Statement of Faith, Position Statements, Mission Statement, and Core Values and Ministry Values of Yorba Linda Friends Church. Those that serve God on the staff at Yorba Linda Friends Church are expected to set a high standard of personal conduct and lifestyle. It is required that all staff members are members of Yorba Linda Friends Church.

EXPERIENCE, EDUCATION AND LICENSURE: A bachelor’s degree in related field and a minimum three to five (3-5) years experience in children’s ministries; or equivalent combination of education and experience. Must acquire additional education if requested, and become commissioned through FCSW denomination.

KNOWLEDGE AND SKILLS

SKILLS: Must be proficient in the Microsoft Suite of products. Excellent interpersonal, verbal/written communication skills, and mathematical skills. Must be a

self-starter. Must be confidential, flexible, accurate, and have good follow-up skills. Strong managerial skills.

ABILITY: Ability to understand, teach and live out Biblical truths. Ability to comprehend written and oral information and to express written and oral information with clarity. Ability to identify problems, exhibit both inductive and mathematical reasoning. Ability to travel. Ability for extended ministry 10-12 days per year. Ability to work nights, weekends, and holidays, as requested.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee is frequently required to use hands to handle or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds

WORK ENVIRONMENT: *Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate.

Yorba Linda Friends Church reserves the right to change, rescind, add or delete the duties and responsibilities within this job description at any time.

To apply, please send your cover letter and resume to Dana Anderson at danaa@friends.church.