

MOSAIC CHURCH

Title: Missions and Outreach Director

Classification: Exempt

Hours: Full-Time

Reports to: Executive Pastor

Supervises: None

Updated: 4/16/24

General Summary

The Missions and Outreach Director is responsible for overseeing our mission's partners (both locally and globally) and our community outreach initiatives. This position will manage the day-to-day workflow and prioritize various projects within their department. These projects will include staying connected with existing mission partners, identifying new mission partners/opportunities, managing our benevolence requests, and creating local outreach opportunities for our church. The Missions and Outreach Director must have an evangelistic heart that longs to see lost people come to know Jesus. Additionally, they must be a team player, be a leader of leaders, have a servant's heart, and have full buy-in to the mission and vision of Mosaic Church. Chemistry with the Mosaic staff and dedication to the seven staff commitments is a must.

Responsibilities & Tasks

- Actively connect with our current mission partners and provide a quarterly report to the Executive Pastor outlining the results and needs of these partners.
- Oversee the mission budget which includes monthly support for our existing partners, benevolence, and outreach projects.
- Manage benevolence requests by ensuring that any support is in line with our benevolence policy.
- Build strong relationships and trust with the local community (those outside the walls of Mosaic Church.)
- Identify ways for us to meet the felt needs in the community so we can turn around and meet their greater spiritual needs.
- Come up with innovative ways for Mosaic Church to reach those who have never walked through our doors.
- Equip and empower individuals within the congregation to participate in serving opportunities.
- Identify and engage new local and global mission partners who are making measurable impacts that align with the values and vision of Mosaic Church.
- Aid the Executive Pastor in launching new campuses by helping identify locations and opportunities.
- Attend weekly staffing meetings.
- Other duties as assigned.

Knowledge/Skills/Abilities

- Is strongly gifted in the area of shepherding, with a heavy emphasis on leading with love.
- Has an active walk with Christ and is consistently exhibiting a Christ-like character.
- Has a very strong work ethic
- Ability to multitask and prioritize daily workload.
- Exemplary planning and time management skills.
- Proven organization to complete at high volume of varied responsibilities in a fast-paced setting with excellent attention to detail and the belief that no task is too big or too small.
- Have superb communication skills (oral and written) with a confident, concise, and clear style.

- Excellent relationship builder, able to demonstrate a high level of tact, discretion, and diplomacy with all external members and staff. Must also demonstrate ability to maintain confidential/sensitive information.
- Resourceful, strategic problem-solving ability with a fun, positive “can-do” attitude and fun sense of humor.
- Work effectively without constant and direct supervision or guidance.
- Demonstrate flexibility in the face of change.

Staff Expectations and Commitments

- Staff members are expected to devote themselves to the seven staff commitments:
 - Trust- A winning team is comprised of people who are trusting and trustworthy. When we see a pattern of behavior that causes concern, we commit to running towards difficult conversations and holding one another accountable by being honest and transparent with one another. I’ve got their back and I know they have mine.
 - Vision- A winning team is comprised of people who are passionate about the vision. We will always provide clarity around what we do, why we do it, and how we do it. We do not just talk about our church; we talk about it in a way that makes the vision contagious.
 - Growth- A winning team is comprised of people who never stop growing. We believe our best days are always in front of us because we will never stop growing spiritually, professionally, and relationally.
 - Teamwork- A winning team is comprised of people who invite teammates into their process. We believe we are always better together. We can achieve more together than we ever could alone.
 - Results- A winning team is comprised of people who hold one another accountable for the decisions made. We call our shots and relentlessly pursue those shots. We call a win a win and a miss a miss. We refuse to paint a bullseye around a stray bullet.
 - Love- A winning team is comprised of people who laugh loud, hard, and often. We do not just have fun as a team, we have fun with our families too. We are committed to knowing one another well so we can love one another better.
 - Ownership- A winning team is comprised of people who think and act like owners, rather than renters. We will not just identify problems. We will find the best solutions and then execute those solutions to make Mosaic better.
- Staff members are expected to give to the church and be involved in a Community Group (or a mentoring relationship) for personal, spiritual, and relational growth.