

# **First Presbyterian Church (FPC) of Lawrence, Kansas**

## **Position Description: Mission Coordinator**

### **Primary Job Description:**

The Mission Coordinator is responsible for planning, implementing and coordinating service activities for youth, young adults, families and adults. The Mission Coordinator will lead in providing ways for people to find meaning in partnering with our neighbors. FPC wants to offer opportunities to live into our Matthew 25:37-40 commitment:

**Then the righteous will answer him, 'Lord, when was it that we saw you hungry and gave you food, or thirsty and gave you something to drink? And when was it that we saw you a stranger and welcomed you, or naked and gave you clothing? And when was it that we saw you sick or in prison and visited you?' And the king will answer them, 'Truly I tell you, just as you did it to one of the least of these who are members of my family, you did it to me.'**

**Accountability:** To the Pastor as Head of Staff and to the Personnel Committee in annual evaluations as described below.

**Personal Qualities:** The Mission Coordinator must demonstrate the following abilities:

- 1) works collaboratively as a member of the church staff.
- 2) possesses the ability to give and receive constructive feedback.
- 3) productively engages and resolves interpersonal conflict including active listening.
- 5) engages people positively, with a demeanor of optimism and respect.

### **Qualifications:**

- 1) Prior experience and/or evidence of successful leadership in connecting with local agencies and the ability to connect with people of all ages.
- 2) Capacity and willingness to value all persons, regardless of age, ethnic or social background, family setting, life situation or faith.

### **Responsibilities:**

- 1) Plan and implement one to two service opportunities each month with local agencies.
- 2) Work with the FPC mission committee and the Matthew 25 committee to brainstorm projects that will encourage spiritual growth, and work with FPC members who are willing to lead in a project.
- 3) Maintain a list/calendar of overall mission activities at the church in coordination with the mission committee and church members as appropriate.
- 4) Practice good communication between youth, congregation, church staff and the mission committee on upcoming events. Promote mission opportunities to the congregation, including announcements in church and articles in the bulletin, newsletter and social media. Use appropriate discretion in posting events and pictures to social media. This includes notifying all regular attendees and the church staff if unforeseen events cause a cancellation or change in plans at the last moment.
- 5) Communicate the rules and responsibilities at each project.
- 6) Assure that the safety of those under your supervision is held in the highest regard.
- 7) Complete background check and undergo training for the youth and child protection policy.
- 8) Maintain strict confidentiality.

**Work Hours:**

The Mission Coordinator position is an hourly position and requires approximately 10 flexible hours per week, as agreed by a contracted mutual understanding of agreement at the time the position is filled.

**Travel:**

Mileage reimbursement for personal vehicle use will be made when being used for service activities, and other out-of-town events.

**New position:**

This is a new position, and we name 10 hours as our best guess for the time needed. The Mission Coordinator will need to keep track of time spent working in this position so that we can evaluate and adjust as necessary. The position does have room to grow and expand as it develops.

**Evaluation:** The Pastor, the Personnel Committee, and a representative of the Mission will conduct an annual performance review. The Personnel Committee will review annually the adequacy of compensation.

**Termination of Employment:**

A two-week notice is expected prior to resignation.