



JOB DESCRIPTION

DIRECTOR OF MISSIONS

The Director of Missions at Custer Road United Methodist Church (CRUMC) shall be a person of genuine and deepening Christian character, willing to grow as a loyal participant of a ministry team, able to work, communicate well, and cultivate trust with missions organizations, volunteers, and other Staff members.

PURPOSE: The Director of Missions will provide strategic direction, oversight, leadership, resources, and support to the missions of CRUMC at both the main campus and offsite missions space (The Wheelhouse), while sharing in the basic functions of ministry, teamwork, and leadership.

HOURS: The Director of Missions is a full-time exempt position and is governed by CRUMC's Employee Handbook. The expected time commitment will be 40 hours per week, and may include some evenings, weekends, holidays, and/or Sunday mornings. Compensation will be commensurate with experience.

STAFF SUPERVISION: Reports to the Director of Connectional and Outreach Ministries.

RESPONSIBILITIES: In conformity with CRUMC's policies and procedures, as well as those contained in the United Methodist Book of Discipline, the position responsibilities will include those generally described below, but may not be limited to the following:

- ◆ Craft a comprehensive missions strategy and execution plan that streamlines The Wheelhouse and CRUMC main campus missions, ensuring a positive impact on our local community through a sustainable model.
- ◆ Serve as the primary liaison between CRUMC and Missions.
- ◆ Facilitate meetings, assess ministry effectiveness, manage budgets, and oversee day-to-day mission operations.
- ◆ Foster collaboration between Missions and other CRUMC ministries to encourage active participation in CRUMC missions.
- ◆ Coordinate with the communications team and other ministries to effectively promote missions events and initiatives.
- ◆ Expand current community impact by reaching new families and providing opportunities for families to connect with CRUMC.
- ◆ Create educational opportunities for CRUMC Staff, leadership, and church community that foster commitment to becoming a missional church that makes disciples of Jesus Christ for the transformation of the world.
- ◆ Recruit, support, and supervise volunteers for Missions.
- ◆ Organize the annual Missions Gift Market.
- ◆ Engage with the community at events to identify evolving needs and potential new mission opportunities while strengthening CRUMC's current Missions partnerships.
- ◆ Attend weekly staff and worship meetings.
- ◆ Fulfill other duties as assigned.

QUALIFICATIONS:

- ◆ Must be a person of deep personal Christian faith and integrity.
- ◆ Bachelor's Degree with a focus in missions, social work, or nonprofit management.
- ◆ Demonstrated ability to maintain confidentiality and build trust among colleagues, volunteers, and the community.
- ◆ A positive demeanor, demonstrating grace and patience in interactions with Staff, volunteers, and church members.
- ◆ Proficiency in computer skills, including Microsoft Office.
- ◆ Excellent communication abilities, both verbal and written.
- ◆ Strong organizational skills with meticulous attention to detail, capable of managing multiple projects simultaneously.
- ◆ Flexibility and adaptability, with a collaborative team-oriented approach.
- ◆ Experience in recruiting, training, and supervising volunteers of diverse age groups.
- ◆ Self-motivated with strong problem-solving skills.
- ◆ Outstanding interpersonal skills.

BONUS QUALIFICATIONS:

- ◆ Proficiency in eSPACE Event Scheduler and Shelby Arena.
- ◆ Bilingual proficiency in English and Spanish.

TOP REASONS TO WORK WITH US:

- ◆ Custer Road is a large church that is stable and growing.
- ◆ Collaborative teams that embrace people from other cultures.
- ◆ Ministry and professional growth.
- ◆ Great workplace and ministry environment.