

Job Description

ASSOCIATE DIRECTOR OF SEND MINISTRIES

Sojourn Midtown

Mission Connection

The primary role of this position is to help lead missions at Sojourn Midtown through mobilizing members for greater involvement in global sending. This role is a natural fit for a highly relational person, as he or she will be tasked to engage, encourage, and empower people toward better and deeper global ministry.

Responsibilities

- **Events** – develop and run all mission’s events that relate to Sojourn Midtown in coordination with the Pastor of Sending.
 - Mobilization
 - Care
 - Equipping / Exposure
- **Short-Term Trips**
 - Recruit and help train team leaders for short-term trips.
 - Work with the Communication Director to design promos for trips.
 - Work with Midtown staff in other ministries to recruit trip leaders and participants.
 - Lead trip leader interest meetings, fundraising trainings, and provide ongoing leadership and direction as needed for team leaders and Sent Ones.
- **Communications** - work with the Communication Director for weekly email and social media post requests, maintain resource table at St. V’s, print materials and resources

for the Sending ministry such as prayer cards.

- **Equipping**

- Lead Live Sent and help to run Cultivate
- Integrate mission's education into each of Sojourn's ministries. (i.e. SK Global, S2, Sojourn College, and Community Groups)
- Pipeline Development
 - Conduct assessments
 - Create and implement Personal Development Plans (PDPs) in coordination with the Pastor of Sending for Sent One candidates.
 - Lead interns: facilitate orientation and on-boarding, task, and maintain a mentoring relationship throughout their time on staff.

- **Volunteer Mobilization**

- Recruit and vet members from Sojourn Midtown to serve in Send Ministries.
- Equip volunteers to serve in various capacities as needs arise.
- Maintain relationships and alignment with those who serve.

Character and Competencies

- Be a man or woman of godliness and high character as reflected in 1 Timothy 3:8-13.
- Embody the six Midtown values and five Midtown staff values.
- Able to network, encourage, and enable people toward better and deeper ministry engagement.
- Fulfill the duties required of Sojourn Midtown members as outlined in the membership covenant.
- Be an engaging, high-capacity leader, with a vision to handle a large diversity of details and projects, in an ever-changing environment.
- Demonstrates the desire and ability to work both as a self-starter and within a team environment.
- Mid or Long-term (1+ years in an international context) experience overseas is highly preferred.
- Able to learn and apply technology quickly. Basic computer skills including Canva, Apple and Microsoft Office programs, Zoom, Google Drive, etc.

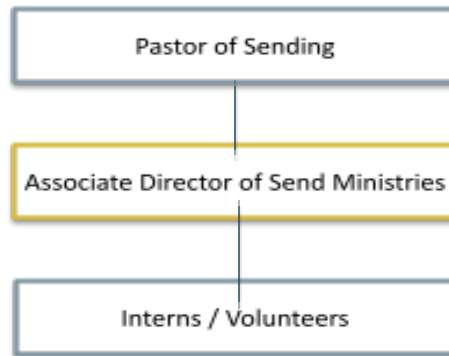
Desired Outcomes

- Each year the Sending Ministries grows in mobilizing Sojourn Midtown for the work of the ministry in cross-cultural environments.
- Each year the Sending Ministries grows in making pathways to being sent accessible to a local church developing in racial and socio-economic diversity.
- Each year Sent Ones are formed, equipped, and sent out from Sojourn Midtown to live out the 9 mission convictions that we hold.
- Each year the Sending Ministries cultivates, throughout all of Sojourn Midtown, a heart for the lost and the least wherever they live, work, and play.
- Each year the Sending Ministries grows in encouraging Sojourn Midtown to support sending through prayer and financial partnership.

Expectations

- Strong Sunday presence: attend 2 out of 3 Sunday services, building relationships with Midtown members.
- Participation as a Midtown staff member including staff meetings, doing membership interviews, etc.
- Participation as a Send Ministries staff member including staff meetings and various responsibilities.
- Maintain a high level of professionalism in communication and organization.
- Must maintain confidentiality regarding church and Sending Ministries information including personal details of people's lives and situations.

Reporting and Supervising Roles



Classifications

- Category: Part-time – 29.5 hours per week (no benefits)
- FLSA: Non-exempt
- Pay: Hourly