



MOSAIC

CHURCH

Job Description for Global Mission Coordinator

Position Title: **Global Mission Coordinator**

Reports To: **Mission Pastor**

Expected Workload: **40 Hours a week**

Role Description:

The role of the Global Mission Coordinator is to serve Mosaic by managing an annual strategy to mobilize and equip our church community into faithful, effective, and sustainable engagement in Gospel-centered, redemptive causes globally through Evangelism, Discipleship, Church Planting and Justice and Mercy. This primarily involves managing our global engagement efforts through sponsorships, short term mission teams, global impact teams, and sending people long term to serve in cross-cultural gospel mission.

Outcomes:

- **Missionaries we've sent out are well cared for and supported by our church community.**
 - Global Impact Teams are healthy and effective
 - Active Global Impact Teams for each Missionary
 - Missionaries are known and connected at Mosaic
 - Active Partnership with Mosaic Care as well as other ministry areas to wrap around Missionaries.
- **Faithful, effective, and sustainable engagement and impact in our focus countries.**
 - Guatemala, Ethiopia, South Africa
 - Collaborative relationships
 - Creative engagement and impact
 - Holistic Mission = Church Planting + Justice and Mercy
- **Members of Mosaic are mobilized and equipped to participate in Gospel-centered, redemptive causes globally through both short term and long term opportunities.**

- Annual Short Term Mission Teams serve with our Missionaries and Global Partners
- Clear and effective pathway and pipeline for individuals and families being called to serve short term in global mission
- Clear and effective pathway and pipeline for individuals and families being called to serve long term in global mission

Scope of Work:

- **Mobilizing, Equipping, and Sending members of Mosaic**
 - Mobilizing - Gatherings and Events
 - Equipping - Classes and Events
 - Sending - Short and Long Term Opportunities
- **Supporting Missionaries and Global Partners**
 - Financial Support
 - Global Impact Teams
 - Short Term Mission Teams
 - Ongoing Communication and Care

Primary Duties & Responsibilities:

1. **(20%) General Staff Responsibilities**
 - a. Answering internal and external emails
 - b. Representing Global Mission in the weekly staff meetings
 - c. Scheduling events and meetings in CCB Calendar
 - d. Participate in and contribute to Mission Department Team Meetings
 - e. Meet with Mission Pastor for ongoing connection and coaching
 - f. Participate in ALL Staff Meetings
 - g. Work collaboratively with the Mosaic communication team to tell stories of Global Mission.
 - h. Work collaboratively with other ministry teams (Children's, Student, & Young Adult, Discipleship, Etc) to mobilize and equip for global mission.
2. **(10%) Leadership development, training and equipping**
 - a. Oversee the planning and execution of Mission related events and initiatives
 - b. Coordinate Mission related classes each semester
 - c. Vetting, training, and coaching Mission Trip Team Leaders
3. **(20%) Short Term Mission Trips**
 - a. Actively Maintain Upcoming Mission Trips in Managed Missions
 - i. Review Applications in Managed Missions
 - ii. Set up Future Trips in Managed Missions
 - iii. Set up / review / revise budgets in Managed Missions
 - iv. Review Fundraising Progress for each Trip

- b. Manage Logistics for upcoming Mission Trips
 - i. Booking flights
 - ii. Communicating with MT Team Leaders
 - iii. Submitting necessary check requests
- 4. (20%) Event Planning and Management**
 - a. Mission Team Leaders Training / Celebration Events - February
 - b. Coordinating Annual Mission Trips - March through October
 - c. Global Mission Bazaar - November
 - d. Mission Equipping Classes and other special training events throughout the year
- 5. (10%) Connecting with Mosaic Members / Volunteers**
 - a. Meetings or Phone Calls with GIT Leaders
 - b. Meetings or Phone Calls with individuals interested in global Mission
 - c. Leading Global Mission meetings to engage and inform church members
- 6. (20%) Connecting with global Partners**
 - a. Cultivate and maintain relationships with our various global partnerships.
 - b. Regular meetings and zoom calls with global Partners
 - c. Meeting with and vetting potential new global partners (both internal “sending” and external “partnering”)