

Job Description

Position:	Missions Director
Position Status:	Exempt, Salaried, Full Time
Supervisor:	Administrative Pastor
Location:	Allegheny Center Alliance Church (ACAC); 250 East Ohio Street; Pittsburgh PA 15212
Position Schedule:	Typically Monday – Friday work hours, but may be variable based on events and travel. Prior to COVID, this position required approximately 15% travel.

Position Summary: The missions director works to promote and advance the work of Allegheny Center Alliance Church in fulfilling the Great Commission. This individual recruits, mentors, supports and promotes missionaries around the globe seeking to spread the gospel.

Responsibilities

- Strategic planning for international mission engagement for ACAC
- Work closely with the Mission Committee and committee chairperson
 - Inform the Mission Committee of mission-related issues in ACAC
 - Execute the directives and decisions of the Mission Committee and Board of Operations
 - Assist the Mission Committee in the execution of their duties.
- Missionary pastoral care
 - Initiate and sustain pastoral communication with missionaries
 - Support and advocate for care of missionaries as possible while on the field and on furlough
 - Seek to marshal prayer support for missionaries
 - Develop care teams for missionaries
 - Advocate for missionaries
 - Intervene as possible for missionaries in emergency or crisis situations
 - Visit missionaries on the field in the place of their service when possible and practicable for the purpose of providing pastoral care for the missionaries, understanding the context of their service, and encouraging them in the execution of their ministry.
- Prayer
 - Must be a person devoted to prayer
 - Advance the urgency and responsibility of ACAC to pray for missions
 - Provide opportunities for the congregation to pray for missionaries
 - Advance prayer for unreached people and the persecuted church
- Recruit and develop new missionary candidates
 - Encourage people who express an interest in missions
 - Disciple serious missionary candidates
 - Assist in confirming a call to missions
 - Assist in preparation for ministry and the field
 - Accountability for personal spiritual formation and disciplines
 - Support for organizing and preparing for the field financially
- Event promotion
 - Plan and produce the annual Mission Month Mission Conference
 - Select topics and speakers
 - Plan other mission-advancing events throughout the year

- Develop, promote and maintain mission partnerships within the C&MA
 - Train and help develop mission partnership leaders
 - Select appropriate fields for partnership
- Promote the experiential engagement of the congregation through short-term missions trips
 - Select and implement appropriate short-term training for leaders and participants
 - Select appropriate fields
 - Marshal the experiences of short-term trips to enhance and promote passion for missions at ACAC
- Communicate with the church, missionaries, national office, and the district
- Work with volunteers and staff to develop new and creative ways to serve the local refugee and immigrant communities
 - Seek out and befriend local immigrant populations
 - Promote welcoming ministries for sojourners
- Cooperate with other local Christian immigrant ministries
- Maintain current refugee-focused ministry partnerships, such as CIAC (Christian Immigration Advocacy Center)
- Teach church missions promotion
 - Export the lessons learned at ACAC in missions to the Western PA district, the national church leadership and to seekers from other churches
 - Assume leadership at the district level for mission advancement and support district initiatives
 - Assume leadership position at the C&MA national level for mission engagement and advancement
- Manage finances and budget for Mission Department
- Advocate for missions to pastoral staff, Mission Committee, Elders, Board of Operations and the congregation
- Education
 - Help with selection of education materials for various departments
 - Support mission education to Adult Ministries
- Keep abreast of world issues affecting missions and trends and developments in missiology

Competencies

- **Strategic Decision Making** - Obtaining information and identifying key issues and relationships relevant to achieving a long-range goal or vision; committing to a course of action to accomplish a long-range goal or vision after developing alternatives based on logical assumptions, facts, available resources, constraints, and organizational values.
- **Coaching** - Providing timely guidance and feedback to help others strengthen specific knowledge/skill areas needed to accomplish a task or solve a problem.
- **Developing Others** - Planning and supporting the development of individuals' skills and abilities so that they can fulfill current or future job/role responsibilities more effectively.
- **Innovation** - Generating innovative solutions in work situations; trying different and novel ways to deal with work problems and opportunities.
- **Planning and Organizing** - Establishing courses of action for self and others to ensure that work is completed efficiently.
- **Building Strategic Working Relationships** - Developing and using collaborative relationships to facilitate the accomplishment of work goals.
- **Persuasiveness** - Using appropriate interpersonal styles and communication methods to gain acceptance of a concept.

Required Qualifications

- Bachelor's degree
- Willingness to diligently pursue pastoral licensing in the C&MA if not already credentialed

- Demonstrated passion for international missions and local outreach
- Model Christian life consistent with the Bible and the beliefs and values of the C&MA and ACAC
- Pastoral demeanor and gifts
- Nurturing attitude and empathetic heart for missionaries and the challenges that they face.
- A strong history of leading projects successfully, from beginning to end
- Strong communication and leadership skills
- Ability to travel internationally, clean criminal history
- Strong mentoring and discipleship skills

Preferred Qualifications

- Ordained/consecrated or licensed pastor/worker/missionary for the C&MA
- Familiarity with C&MA global strategies
- Supervisory experience
- Multiple or advanced degree(s)
- Missionary and/or cross-cultural experience
- Missiology education
- Perspectives on the World Christian Movement course
- Comfortable teaching and leading in foreign and cross-cultural contexts

Organizational Requirements

- Must indicate agreement with the Christian and Missionary Alliance (C&MA) Statement of Faith during the interview process and must sign the Christian and Missionary Alliance (C&MA) Statement of Faith within one week of the start date.
- Must become a regularly participating member of ACAC within nine months of the start date.

Physical Requirements

- Able to travel internationally
- Able to lift and move loads over 50 lbs.
- Able to walk long distances over rough terrain
- The position functions in a normal office environment that requires the ability to successfully interface with standard office equipment such as computers, printers, copiers, fax, telephones, etc.
- Sitting, standing, walking, and occasionally climbing stairs are typical activities in this role.
- Talking (expressing or exchanging ideas by means of the spoken word) and hearing (perceiving the nature of sounds) are required.