

MISSIONS MINISTRY MANAGER  
JOB DESCRIPTION  
VIENNA PRESBYTERIAN CHURCH

ADMINISTRATIVE

**Position Title:** Missions Ministries Manager  
**Classification:** Full-time, Exempt, Hourly  
**Reports To:** Associate Pastor (AP) of Outreach  
**Committee, Board, or Related Memberships:** Missions Ministry Team

SUMMARY OF THE POSITION

The Missions Ministries Manager works closely with the AP of Outreach to implement the VPC Missions Ministry Charter, build and maintain VPC mission partnerships, and provide opportunities for VPC church community to learn and serve.

KEY RESPONSIBILITIES AND DUTIES; ESSENTIAL FUNCTIONS

In collaboration with the AP of Outreach, implement the goals and directives of the Missions Ministry Charter, adhering to the financial guidelines as outlined in the Charter.

- Monitor the Missions Ministry budget, ensuring funds are used effectively and transparently.
- Plan, organize, and manage short-term and long-term mission trips, projects, and other serving opportunities. This includes traveling to mission trips, both domestically and internationally.
- Coordinate church-wide serving opportunities and mission awareness events (e.g., special speakers).
- Serve as the primary liaison between the church, VPC mission partners, and other VPC ministries for collaborative engagement, facilitating opportunities for mission work across VPC ministry areas.
- Identify, evaluate, and maintain relationships with local, national, and international mission partners and agencies.
- Cultivate new ministry opportunities that align with the Missions Ministry charter.
- Recruit, train, equip, and support mission volunteers and team leaders for various projects and trips.
- Work closely with the Communications Manager and Digital Experience Manager to keep the Missions website updated, create regular Missions newsletters, and provide content for social media posts and stories.
- Maintain accurate records, track progress of projects, and conduct post-mission debriefings and evaluations.

- Other duties as assigned.

## QUALIFICATIONS

### **Skills & Competencies:**

- A committed Christian who is able and eager to openly articulate faith in Jesus Christ as his/her Lord and Savior.
- Possess a contagious and authentic joy for the work of God at VPC and in our diverse community.
- Affirm the mission and values of VPC and is willing to be guided by them.
- Exceptional organizational, time management, and problem-solving skills.
- Strong interpersonal and communication skills (verbal and written) with the ability to inspire and lead diverse teams.
- Ability to work independently as a self-starter and collaboratively in a team environment.
- Proficiency in relevant computer skills, including Microsoft Office, databases, and social media platforms.
- Ability to develop, energize, and mobilize others toward engagement in VPC's mission.
- Possession of strong leadership, administration, planning skills, and attention to detail.
- Excellent interpersonal, written, and verbal communication skills.
- Dependable, organized, and detail-oriented with the ability to multi-task with flexible responsiveness to changing ministry challenges.
- Strategic planner, constantly looking to the future and evaluating the present.
- Demonstrated ability to focus on goals, strategies, and tactics to improve Missions Ministries.
- The ability to work collaboratively with a large paid and volunteer staff.
- Demonstrated ability to recruit, train, supervise and motivate volunteers.

### **Education:**

- Bachelor's degree from an accredited university or college; advanced degree/graduate studies in relevant area preferred.

### **Experience:**

- Proven experience in ministry leadership or a related role within a church or non-profit setting.
- Experience managing budgets and coordinating volunteers.
- Prior experience in missions is highly desirable.