

Area Wellness and Missions Coordinator Position Description

Hours: 20-25 hours per week

Status: Part-Time, Non-Exempt

Reports to: Director of Connectional Ministries or designee

The United Methodist Church views wellness and mission as deeply interconnected, rooted in John Wesley's vision of holistic health for all people. Health is more than the absence of illness — it is abundant life (John 10:10), encompassing spiritual, mental, emotional, and physical well-being.

The church affirms that *“health care is a basic human right”* and calls both individuals and communities to create conditions where health can thrive. This commitment is lived out through local congregations, clergy wellness initiatives, and global partnerships that combat diseases of poverty, strengthen health systems, and expand access to clean water and sanitation.

By supporting abundant health, service, disaster response, and global missions, the Conference Board of Global Ministries (a.k.a., Area Wellness & Missions Board) helps the church live into its calling to be a hub of healing and wholeness — locally and globally. This board is connected to the General Board of Global Ministries (GBGM), the worldwide mission, relief, and development agency of The United Methodist Church, working with partners in more than 115 countries to equip and transform people and places for God's mission.

The Wellness and Missions Coordinator serves as the staff representative and system-builder for this work. This is primarily a behind-the-scenes enabling role: the Coordinator equips leaders with the systems, processes, and resources needed to mobilize people effectively. Rather than duplicating front-facing leadership, the Coordinator ensures that the right leaders are recruited and supported, processes are clear and consistent, and resources are delivered to the right audiences at the right time. The role also collaborates with other staff (especially partnerships and communications) and provides direct leadership for VOAD engagement.

This position is ideal for someone who is energized by building systems, recruiting and equipping leaders, and ensuring mission resources flow where they are most needed.

Key Responsibilities

1. Board and Leadership Support (30%)

- Serve as staff representative to the Conference Board of Global Ministries (a.k.a. Area Wellness & Missions Board), collaborating regularly with the Co-Chairs, Conference

Global Ministries Secretaries, United Methodist Volunteers in Mission (UMVIM) Coordinators, and Conference Disaster Response Coordinators (CDRCs).

- Facilitate the work of the Board as needed, including in the absence of the Chair.
- Support Board leadership by:
 - Reviewing relevant BOD paragraphs, Conferences policies, and agency responsibilities.
 - Clarifying the Board's purpose and recommending efficient structures for its work.
 - Maintaining accurate job descriptions for agency members (purpose, responsibilities, gifts/skills).
 - Recommending potential members to the Nominations Committee and identifying leadership succession.
 - Planning meeting agendas, recording attendance, and offering leadership feedback post-meetings.
- Advocate for cross-cultural inclusion and diverse participation across Board and task force leadership.

2. Leadership Recruitment & Development (20%)

- Assess potential leaders for cultural competence, expertise, and passion for service.
- Support the identification, recruitment, and equipping of district-level leaders for UMVIM and DRC.
- Ensure leaders are resourced and supported in using their gifts for the shared work.

3. Network Activation & Task Force Coordination (20%)

- Serve as the primary point of contact for task forces outlined in the Board job description.
- Ensure denominational resources are shared effectively through the Area network, activating the right channels so resources reach leaders and congregations.
- Provide just-in-time learning and re-focusing opportunities as needed.
- Take lead responsibility for VOAD engagement.

4. Resource Development & Communications (15%)

- Develop and maintain resources, SOPs, forms, evaluations, and accountability systems that strengthen Board processes and equip leaders.
- Produce, edit, and distribute content that fulfills the Board's mission.
- Collaborate with Communications to update and maintain all Wellness & Missions-related web pages and resources.

5. Administration & Recordkeeping (15%)

- Provide administrative support including agendas, meeting notes, correspondence, and voucher preparation.
- Maintain accurate membership and participation records.

- Provide reports to the Executive Leadership Team on the status of initiatives outlined in the Board's annual and strategic plans.
- Maintain budgetary records and draft proposals for budget changes.
- Prepare annual reports for Annual Conferences in consultation with the Co-Chairs.
- Manage the grants and annual conference recognitions/awards process.

Major Accountabilities

- **Enable Mobilizers:** Equip the board chairs, CGMSs, UMVIM Coordinators, and CDRCs with the systems and support they need to mobilize effectively.
- **Recruit and Support Leaders:** Identify and develop leaders at the district and conference levels who demonstrate cultural competence, needed expertise, and passion for mission and wellness.
- **Activate Networks:** Build and maintain the channels necessary to ensure denominational resources flow effectively to leaders, congregations, and communities.
- **Measure Impact:** Demonstrate success through:
 - More disciples engaged in hands-on mission within their communities.
 - Increased participation in UMVIM and Early Response Teams (ERT).
 - Greater investment from congregations in missionaries and global relationships.
 - Expanded, diverse leadership engaged in wellness and missions initiatives.

Qualifications

- Commitment to the mission, vision, and Social Principles of The United Methodist Church, with a demonstrated ability to embody values of justice, inclusion, and cross-cultural competence.
- Ability to work independently, prioritize effectively, and manage multiple responsibilities within a part-time schedule.
- Strong organizational skills, attention to detail, and excellent written and verbal communication.
- Proven ability to recruit, assess, and support leaders.
- Experience in program coordination, board/committee support, or resource development.
- Experience working with volunteers in faith-based or nonprofit settings strongly preferred.
- Familiarity with CRM systems (Brickriver, Arena or equivalent), team/project management online platforms (Basecamp or equivalent), and financial accounting tools preferred.

We're Hiring: Wellness & Missions Coordinator (Part-Time)

Hours: 20-25 hours per week

Status: Part-Time, Non-Exempt

Reports to: Director of Connectional Ministries or designee

The Baltimore-Washington and Peninsula-Delaware Conferences of The United Methodist Church are seeking a Wellness & Missions Coordinator to support and strengthen our ministries of abundant health, Volunteers in Mission, disaster response, and global missions.

This role is perfect for someone who is energized by building systems, recruiting leaders, and ensuring mission resources flow where they are most needed. The Coordinator will serve as the staff representative for the Area Wellness & Missions Board, working closely with the Board Chair, Conference Global Ministries Secretary (CGMS), Volunteers in Mission (UMVIM) Coordinator, and Conference Disaster Response Coordinator (CDRC).

This is primarily a behind-the-scenes enabling role: you'll make sure the right people are in the right roles, supported with the right resources, and equipped to make a real impact in local communities and across the globe.

What You'll Do

- Support the Area Wellness & Missions Board and its leaders with planning, organization, and follow-up.
- Recruit, assess, and equip leaders at district and conference levels for wellness and mission initiatives.
- Activate networks so denominational resources reach leaders, congregations, and communities.
- Manage communications, reports, and web content related to Wellness & Missions.
- Oversee recordkeeping, budget reporting, and administration of mission-related grants and awards.
- Provide direct leadership for VOAD (Voluntary Organizations Active in Disaster) engagement.

What We're Looking For

- A commitment to the mission and values of The United Methodist Church, with cultural competence and passion for justice and inclusion.
- Strong organizational skills, attention to detail, and clear communication.
- Experience in recruiting, supporting, and equipping leaders.
- Ability to collaborate with diverse volunteers, board members, and staff.

- Comfort with CRM/project management tools (Arena, Brick River or equivalent a plus).
- Ability to work independently and manage responsibilities within a part-time schedule.

Why It Matters

The United Methodist Church believes wellness and mission are deeply connected — health is abundant life (John 10:10), not just the absence of illness. We affirm that *“health care is a basic human right”* and live this out through local and global initiatives in abundant health, Volunteers in Mission, disaster response, and global partnerships. This role helps the church be a hub of healing and wholeness for communities near and far.

If you are passionate about equipping others, strengthening networks, and making a tangible difference through behind-the-scenes leadership — we’d love to hear from you.

For e-Connection:

We’re Hiring: Wellness & Missions Coordinator (Part-Time)

The Baltimore-Washington Conference and Peninsula-Delaware Conferences of The United Methodist Church are seeking an Area Wellness & Missions Coordinator (20-25 hours/week) to help strengthen our ministries of abundant health, Volunteers in Mission, disaster response, and global missions.

This behind-the-scenes role supports the Area Wellness & Missions Board and key leaders by recruiting and equipping leaders, building systems, and ensuring mission resources reach congregations and communities. If you’re organized, collaborative, and passionate about equipping others for meaningful impact, this role is for you!