

DAVIDSON UNITED METHODIST CHURCH

Title: Missions Coordinator	Supervisory Responsibilities: Ministry Assistant
Department: Missions	Date Created/Modified: 12/01/2025
Reports to: Senior Pastor	

Position Summary: This position is responsible for leading and overseeing all mission-focused activities of the church as well as creating strategies for outreach, fostering partnerships with mission organizations, and equipping the congregation to engage in mission work.

Qualifications/Requirements: To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to perform essential job functions.

Minimum Qualifications:

- Experience in mission work, nonprofit management, or local and global outreach
- Strong leadership, communication, and organizational skills, with an ability to inspire and mobilize people for mission work
- A deep commitment to the mission of the church, a servant heart, and a passion for discipleship
- Ability to build relationships with church members, local mission partners and organizations, with sensitivity to diverse cultures
- Willingness to travel for mission trips, meetings, and partnerships

Knowledge, Skills, and Abilities:

- Affirms DUMC's core beliefs, vision, mission, and values as evidenced by attitude and behavior
- Works closely with the Missions Chair and the Missions Committee to review and approve grants for non-profit programs
- Leads the development of the church's Mission ministry by establishing goals, strategies and ensuring alignment with the overall vision of the church across all ministries (college, youth, adult, children's ministries, etc.).
- Provides oversight, training, and leadership for mission teams
- Provides updates and reports on mission trips, partnerships, and projects, sharing stories of impact and transformation with the congregation
- Provides follow-up and support to individuals and teams after missions to ensure continued spiritual growth and reflection on their experience.
- Responsible for managing mission funds, including budgeting and financial reporting

Essential Functions:

- Train and mentor church members who want to get involved in missions