

Missions Administrator

- Position: Missions Administrator
- Team: Missions Team
- 2019 Job Hours Budgeted: Full-Time
- Reports to: Executive Pastor, Kendall Laughlin
- Hours: 40hrs per week (with occasional weekend hours)

Role Vision

The All Peoples Church Purpose Statement states that, “All Peoples Church is a local church with a global mission. Transforming lives to bless San Diego, planting churches to transform nations”. Therefore, the person working in this role as the Missions Administrator should feel a personal calling and passion towards both missions and administration. With a high degree of administration skills, excellent communication/writing abilities, and team-building qualities, the Missions Administrator will play a large part in furthering the mission of taking the gospel to reach the world through All Peoples Church.

Role Summary

As the Missions Administrator, you will work closely alongside many teams ensuring that all things missions trips, Church Planting School, and the Summer Missions Training are tackled with efficiency and attention to detail. You will be a primary strategic thinker and administrator in envisioning plans and ideas for the Church Planting School, working in recruiting and applications for both the school and trips, executing the World Mandate “Go Center”, preparing and executing missions training for those on summer and long-term missions, writing all communications regarding missions, and much more.

Role Objectives

Objectives are outcomes that will determine the success of a team member in this role. Time spent in this role should align with the objectives.

- Insuring all workers are administratively prepared for the field
- Excellent communication and writing skills for all missions related communication content
- Preparing Church Planting School objectives such as applications, orientation, purchasing classroom equipment, choosing curriculum, etc.

Primary Role Responsibilities

Responsibilities describe the habits and activities in your role that will help you achieve objectives. 80% of your work time at All Peoples should be focused on the below activities.

Coordinate Church Planting School

- Research and plan Church Planting School year
 - Vet and process applications
 - Curriculum
 - Homework
 - Speaker List
 - Supplies for school
 - Classroom equipment
 - Retreat location, meals, needs, etc.
- Event Administrator for Church Planting School Retreat, MPD Day & Graduation Ceremony
- All Church Planting School communications (i.e. Weekly reminders to speakers, prayer, and worship team, announcements, homework, reminders, updates)

World Mandate “Go Center” Administration

- Decor
- Staffing Coordination
- Packing List
- Set Up
- Communicate with Media Team for Signage needs.
- Invite Antioch Ministries to attend

Coordinate Summer Missions Trips

- “Focus” software project manager
- Liaison with travel agents to book flights, insurance, cars, and housing
- Coach the Trip Administrator for each mission’s trip
- Provide resources and information for mission trips
- Host missions interest meetings
- Coordinate and execute Summer Missions Trip Training
 - Create itinerary
- Send out all mission’s related communications
- Put together informational and financial packets

Other Miscellaneous Tasks:

- Church Planter Tracker List
 - Check off paperwork
 - Update monthly and 1-time percentage
- Church Planter Send Offs
 - Determine a sendoff date with Kendall & Production Team
 - Determine the service times they will attend
 - Add photo to Production Folder by week
- Wall of Missionaries
 - Print 5X7 photo and frame as people go to nations
- Missions Meetings
 - Attend and take notes for missions meeting and provide agenda
- Communication with Overseas Church Planters
 - Pastoral and policy related

Requirements:

- A confident administrator and strategic thinker with the ability to brainstorm creatively, apply conceptual strategy, and carry out day-to-day tasks.
- Relationship builder: this role is carried out very successfully with someone who is a people-person who can relate to all people from all backgrounds.
- Detail oriented with strong written and verbal communication skills.
- Available to attend a weekly staff meeting with staff in the All Peoples Church office.
- Tech-savvy

Success Factors

Success factors are areas of gifting or character that are critical for achievement in this role.

- Loves Administration: It's important this role is filled by someone who finds administrative work in the church life-giving and purposeful
- Multi-Tasking: With many facets of work going on at once, it's important that this role is filled by someone who is not overwhelmed by multi-tasking
- Disciplined: With many different project, events, and communications going on, it's important that this role is filled by someone who has strong self-discipline and can maintain a schedule and timeline well
- Anticipation: This role should be filled by someone who has the ability to have forethought to anticipate the upcoming events and schedule and them administratively for success
- Adaptability: A church is community of people, and when people are involved, the best plans sometimes must adapt. We will always aspire to have clear and precise plans prior to events and services. We will also maintain an attitude of flexibility, knowing that sometimes for various reasons things change. At All Peoples will we always be uncompromising on our core values but we understand that various ministry plans change over time.
- Relational DNA: The Relational DNA of All Peoples Church is: Honor, Hard Work, Healthy Conflict, Hospitality, and Honesty/Vulnerability.
- Loyalty: A member of our core team must demonstrate a high amount of loyalty to the church vision, the other members of the Executive Team, and the Lead Pastor
- High Functioning Under Pressure: With tight deadlines and spiritual ministry, this role requires someone to have the ability to function under pressure.

Practical Skills

To be successful in their role, the Missions Administrator will need the following practical skills:

- The ability to drive
- Willingness and availability to sometimes work on weekends
- Medium to advanced telephone skills
- Excellent note-taking habits to remember important details
- Basic computer skills
- Experience with Microsoft Excel, Word, and PowerPoint
- Medium IT/tech skills

Weekly Meetings to Attend

- Direct report meeting with supervisor
- Weekly staff meetings
- Missions meeting
- Special events planning meetings