

**Ministry Areas:** Care Ministry - Global and Local Missions

**Reports to:** Global Missions Minister OR Local Outreach Minister (Depending on focus area)

**Ministry Area Purpose:** To equip the saints for local and global missions.

**Intern Responsibilities:** (Interns will primarily focus on either global or local missions)

- Attend ministry area's weekly team meeting (1 hour)
- Meet with ministry area direct report each week (30 minutes – 1 hour)
- Support the Global Missions Minister as they:
  - Lead and implement the mission and vision for Short Term Missions
  - Give leadership to serve staff, trip leaders, participants.
  - Work with ministry partners to plan and execute mission trips.
  - Expand and communicate a biblical worldview and ministry philosophy with trip attendees and leaders.
  - Champion opportunities at CoE22 locations to increase involvement and awareness of global serving opportunities.
  - Serve as the liaison for ministry partners and those seeking trip and financial partnership with CoE22
  - Enhance organizational capacity to manage and administer mission trips in order to reduce liability and increase efficiency of processes for trip registrants.
  - Recruit new trip leaders for continued growth of mission opportunities and empowerment of individuals to the next level in their personal leadership development.
  - Develop and train new and existing trip leaders in their personal spiritual growth while encouraging their leadership capacity for comprehensive strategy and philosophy to be shared among global missions community.
  - Evaluate existing ministry partners and related activities for the purpose of ensuring philosophical alignment with CoE22
- Support the Local Outreach Minister as they:
  - Lead and implement the mission and vision for Local Outreach
  - Lead serve staff, outreach partners, local partners, and congregation for local outreach.
  - Oversee ministry by working with ministry partners to plan and execute local outreach.
  - Expand and communicate a biblical worldview and ministry philosophy with trip attendees and leaders.
  - Champion opportunities at CoE22 locations to increase involvement and awareness of local serving opportunities.
  - Create a holistic response to the lost, poverty, distressed, and personal/cultural brokenness.

- Create sustainable community development and relationship driven outreach opportunities
- Enhance organizational capacity to manage and administer local outreach opportunities in order to reduce liability and increase efficiency of processes for trip registrants.
- Evaluate existing ministry partners and related activities for the purpose of ensuring philosophical alignment with CoE22

**Helpful Competencies, Skills, and Experience:**

- Ability to maintain confidentiality
- Attention to detail
- Strong written and verbal communication skills
- Great organizational and prioritization skills
- Proficient in Word, Excel, MS Outlook, PowerPoint and ability to learn new software

**Measurements of Success:**

- Continually growing in relationship with Jesus.
- Modeling of the Church of Eleven22's Code of Conduct
- Living above reproach at all times; as a Disciple of Jesus Christ.
- Ability to manage multiple projects/priorities successfully (meets deadlines).