

INTERIM DIRECTOR FOR CONGREGATIONAL MISSIONS

POSITION TYPE :

part time, non exempt

Hours: 10-20/week

Compensation: \$12,000-\$24,000 based on hours and experience

POSITIONS TO WHICH I REPORT:

Senior Pastor, Personnel Committee

PRINCIPLE FUNCTION:

To empower and engage First Baptist Knoxville in local and global mission efforts

KEY RESPONSIBILITIES:

1. Staff liaison to Missions Council

- Develop and manage budget
- Prepare agenda and minutes

2. Maintain mission partnerships with community groups

- See attached list of current mission partners

3. Lead and coordinate Benevolence Ministry

- Implement policies, procedures, and guidelines
- Recruit, train and nurture volunteers

4. Coordinate mission projects and teams

- Seek opportunities to serve our local and global partners
- Help coordinate existing First Baptist Knoxville missions offerings (i.e., KidsHope, Christmas Store)
- Recruit, train and nurture volunteers

5. Coordinate with Communications Director

6. Serve as part of the First Baptist Knoxville staff

7. Other duties as assigned by Senior Pastor or as appropriate

It is the policy of First Baptist Knoxville to provide employment opportunities to all people without regard to race, color, sex, age, or national origin.