



Interim Director of Missions

Summary

CPC's Director of Mission will provide oversight and direction to empower and coordinate CPC's efforts to share the good news of Christ by mobilizing the congregation to do mission in the community and the world.

Responsibilities/Duties

Coordinate and facilitate quarterly meetings of the Missions Ministry to share partner updates, coordinate activities, and plan upcoming events. Meetings are typically held on a Sunday of February, May, August, and November (at least one of the quarterly meetings is held on a weekday evening to accommodate people not able to attend on a Sunday afternoon).

Maintain ongoing contact with our mission partners, such as emailing 3-4 missionaries a month.

Oversee hands-on efforts supporting our partnerships, such as lunch for the Lamb Center and local school initiatives.

Coordinate short-term mission projects as needed, including registration and implementation.

Contribute information on missions for weekly eLetter, Sunday morning announcements, website, and Church Center app.

Monitor and oversee the Missions Ministry budget, including requesting quarterly support payments, responding to partner needs, and preparing the annual budget.

Specifics

Mature Christian with a heart for God's mission to the world

Covenant Partner of CPC preferred

Paid 30 hours per week

Length of position: up to 12 months to conclude upon hiring of permanent Director of Missions

Remote work possible (including Tuesdays in the church office)