

**August 8, 2019**

**Position Title:** Director of Missions and Communication  
**Incumbent:** Open  
**Reports To:** Head of Staff

**Summary of Position:** The Director of Missions and Communication (DMC) provides staff leadership and direction for the Mission activities of Woods Memorial Presbyterian Church, assuring that every member has an opportunity for Christian service. The DMC coordinates support for Woods' Mission programs, events and partnerships. The DMC also provides guidance for church members' activities in local, ecumenical, denominational and other ministries. The DMC provides leadership for all of the Communications activities of the church.

**Qualities and Skills Required:**

- Ability to articulate a clear and powerful vision for Missions.
- Excellent understanding of the many facets of Communication in the Church.
- Ability to collaborate and work well with others.
- Ability to motivate and lead teams.
- Excellent organizational skills.
- Ability to delegate.
- Ability to recruit volunteers for Mission service.
- Good understanding of budgeting and financial oversight.
- Basic Computer skills and willingness to learn ACS – Automated Church Systems.
- Bachelor's degree or equivalent work experience.

**Missions Oversight**

- Organizes, coordinates, and provides oversight for all of Woods' Mission activities including Mission trips, work and service projects, and collection and distribution of food, clothing or other in-kind materials.
- Recruits, trains, guides and evaluates a diverse team of Mission leaders.
- Develops methods to ensure that all members of Woods are involved in Missions and Ministry, including maintaining an activities data base to match members' interests with opportunities in Missions and Ministries.
- Develops members for service in Woods' Ministries, outreach programs, as well as in community and international agencies.
- Ensures that Woods has a liaison assigned to each of the Woods' partner mission organizations, maintaining for each a current needs assessments and contact information.
- Oversees the church's response for emergency or crisis, including interviewing those seeking help, disbursing funds to assist with emergency needs, and maintaining a database of those disbursements.
- Remains current on the Mission environment in the Baltimore Presbytery, the

- PCUSA and beyond. Receives and disseminates denominational materials.
- Attends diverse church activities, communicating Woods' Mission focus to the entire congregation.
- Networks with other congregations and local nonprofits regarding Missions and Justice Ministry
- Provides information on Earth Care and Peace and Justice, as needed, to help determine advocacy strategies on social justice issues.

### **Communications Oversight**

- Facilitates all Communications aspects of Woods ministries, including press releases, media interviews, social media, print materials, website, "Minute for Mission," bulletin boards, Woods Chips, Fellowship Hall booth, projections and any other media.
- Ensures website, social media and bulletin board sites are kept up-to-date.
- Invites and schedules mission partners to visit and share news of their work.
- Provides support materials for special offerings.
- Provides coordination and staff support for the Photography Ministry.
- Acts as Communications consultant for the Ministries, overseeing collaborative inter-staff and inter-ministry Communications.

### **Budgeting and Financial Oversight**

- Works with the Head of Staff and other Senior Staff to prepare the annual benevolent budget and the budget for Communications.
- Oversees the distribution of mission-partner support funds as directed by Session.
- Assures Mission and Communications expenditures are within Budget.

### **Other**

- Reports to Head of Staff.
- Participates as an integral part of Woods' leadership teams.

### **General Terms of Employment and Benefits**

- General terms of employment and benefits are set forth in the current version of the church's Employee Handbook.
- Compensation and benefits are established annually by the Session through the Human Resources Ministry.
- Work Time: This is a salaried, full-time, exempt, position. Overtime is not available.
- Vacation Time: Based on service as specified in the Employee Handbook Health Benefits: Eligible for health insurance plan coverage
- Other Terms and Benefits: Eligible for 403(b) retirement, disability and life insurance plans, and may participate in dental insurance plan at own expense.
- Continuing Education: Available on an annual basis.