



Team: Missions

Position Title: Director of Faith Mission

Supervisor: Pastor/Co-Pastor (Rev. Steve Price)

Employment Classification/Status: Full-Time, Exempt

Mission: *To make disciples of Jesus Christ for the transformation of the world.*

Core Values: Big Hearted, Spirit Led, Christ Minded, Bound by Love

Position Overview:

The Director of Faith Mission is responsible for leading the ministries of Faith Mission and supervising its Campus. This includes actively engaging and building relationships within the socioeconomically diverse campus neighborhood; actively seeking opportunities to listen, discern, and prioritize initiatives for implementation; building relationships within Trinity as well as with community partners to enable the ministry to fulfill its purpose and flourish; and for the Campus managing maintenance, recommending renovations and improvements, and scheduling regular programming, meetings, and special events.

Essential Duties and Responsibilities:

- Recognize, invite, lead, educate, equip, and coordinate lay persons who are called to help the congregation in the ministries of Faith Mission to fulfill our mission of making disciples of Jesus Christ for the transformation of the world
- Provide leadership and collaborate with Faith Mission staff and the Leadership Team to establish priorities, set goals, develop implementation plans, and monitor progress of Faith Mission initiatives, programs, trainings, and events
- Guide and support the Faith Mission Leadership Team, including collaborating with the Chair and Vice Chair, to ensure team and member responsibilities are being met while also helping nurture members spiritually
- Be active in fundraising, building relationships with potential supporters (both within and beyond Trinity and with funding organizations), as well as collaborating with the pastors, the Finance Team, and the Trinity Foundation to support the financial needs of Faith Mission.
- Collaborate with Faith Mission staff and the Trinity communications team to create effective methods for increasing awareness and encouraging participation in Faith Mission ministry opportunities (i.e. Trinity's website, social media, signage, newsletters, and speaking engagements)
- Build relationships and collaborate with community partners including churches, nonprofit organizations, and schools to foster capacity, enhance diversity, and help fulfill Faith Mission goals and accomplish objectives; this work may include attending occasional worship services and meetings with partnering congregations and organizations
- Establish and manage the annual Faith Mission budget, including all operating and designated accounts
- Collaborate with Faith Mission staff to share priorities and updates with pastors, Lead Staff, and Church Council
- Collaborate with Faith Mission staff to organize and disseminate Faith Mission and Circles Gainesville calendars

- Participate in weekly Lead Staff meetings, monthly Church Council meetings, and occasional Trinity team meetings and staff retreats
- Serve as a liaison to the Trustees and coordinate supervision of the Faith Mission Campus with this team including for facility and grounds maintenance and repairs and renovations to ensure safety, compliance, security, and a welcoming and safe environment
- Schedule and coordinate events that use Faith Mission facility, including: working with community members, groups and vendors; inviting, training, supporting and coordinating hosts for events
- Collaborate with Staff Parish to interview and hire new employees, conduct annual evaluations, and make recommendations on staffing issues within the Faith Mission ministry area
- Recommend changes to policies or procedures to improve the ministry of Faith Mission and overall church operations
- Model Christian character as evidenced by a life of prayer, spiritual disciplines, weekly worship, tithing and participation in the life of Trinity
- Exhibit dedication and investment in the mission, vision and core values of Trinity United Methodist Church
- Assist and perform other duties as assigned

Education, Experience, and Certification Requirements:

- Bachelor’s Degree required
- Minimum of three years staff supervisory experience
- Is a servant leader, able to listen and learn both community and church needs and work collaboratively with others to implement programs and strategies based on those needs
- Exhibits strong leadership, problem-solving, self-starting and listening skills
- Able and willing to reach out and make connections and build lasting relationships
- Team player mentality, but able to work independently and be self-directed and self-disciplined
- Experience with people experiencing poverty
- Committed to strategies of empowerment and sustainability

Spiritual Gifts (God-given gifts valuable in completing job duties):

- Administration - organizing people and ministries efficiently
- Apostleship - adapting to a different culture to share the gospel or do ministry
- Encouragement - encouraging others to grow in their faith
- Hospitality - to make others feel welcome and comfortable
- Leadership - motivating and inspiring others
- Message of Knowledge - discerning and sharing God’s purposes

| Skill Requirements: (X = Required for job) | | | |
|---|---|---|---|
| X | Typing/computer keyboard | X | Verbal communication |
| X | Utilize computer software | X | Written communication |
| X | Retrieve and compile information | X | Public speaking/group presentations |
| X | Maintain records/logs | X | Research, analyze and interpret information |
| X | Verify data and information | X | Investigate, evaluate, recommend action |
| X | Organize and prioritize information/tasks | X | Leadership and supervisory, manage people |
| X | Operate office equipment | X | Basic Mathematical concepts (add, subtract) |

| | | | |
|---|---|--|---|
| X | Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs) | | Abstract mathematical concepts (inference, formulas, equations, statistics) |
|---|---|--|---|

| Physical Requirements: (X = Required for job) | | | |
|--|--|---|--------------------------------------|
| X | Sitting for extended periods of time | X | Lifting/carrying up to 20 pounds |
| X | Standing for extended periods of time | | Lifting/carrying more than 20 pounds |
| X | Extended periods viewing computer screen | X | Repetitive Motions |
| X | Walking | X | Pushing/Pulling |
| X | Reading | X | Bending/Stooping |
| X | Speaking | X | Reaching/Grasping |
| X | Hearing | X | Writing |
| | Other: | | Other: |

| Hazards: (X = Required for job) | | | |
|--|-----------------------------|--|--------------------------------------|
| X | Normal office environment | | Electrical current |
| | Toxic or abrasive chemicals | | Housekeeping and/or cleaning agents |
| | Flammable, explosive gases | | Proximity to moving mechanical parts |

This description may not be all-inclusive and is subject to change at any time. The position is expected to perform other duties as assigned and directed. Position description and duties may be modified whenever deemed appropriate. When applicable, Trinity UMC will consider modifications to essential job functions to reasonably accommodate a qualified individual with a disability if such accommodation does not create undue hardship. Employment at Trinity is at-will. This position description is not intended, nor should it be construed, to modify this employment at-will relationship.

Created: April 2018

Most recently updated: Feb 2019