



## **Wanted: Hands-On Mission Coordinator**

The Hands-On Mission Work Group is planning to hire a part-time coordinator to help foster their mission work inside the Presbytery of Detroit.

*What would be some of the duties?*

1. Provide work group link to church mission committees to engage in Presbytery Hands-On projects
2. Communicate resources and projects to church congregations
3. Coordinate Health Fairs throughout Presbytery with Synod
4. Help handle coordination of inbound mission groups
5. Help handle coordination of outbound mission groups
6. Develop and foster link with project partners in whole area

Please pass on this information to anyone you think might be interested. Tell them to send a cover letter and their resume to [missiondetroit@detroitpresbytery.org](mailto:missiondetroit@detroitpresbytery.org) or mail to Presbytery of Detroit, 17575 Hubbell, Detroit MI 48235 by August 31, 2017.



# **Hands on Mission Coordinator**

## **Presbytery of Detroit**

**Overview:** The Coordinator for Hands-On Mission (HOM) will provide support in the area of practical mission outreach to the Mission Interpretation Ministry Team (MIMT), the Hands-On Mission Work Group (HOMWG) and the Presbytery of Detroit (POD) congregations.

**Purpose:** Assist members of congregations in seeing Jesus Christ at work through hands-on mission work in their community.

**Working Relationships:** The Coordinator for HOM will work closely with HOMWG and collaborate with the Executive Presbyter. The Coordinator will have an annual review with HOMWG and one member of the Operations Ministry Team as outlined by Operations. The Coordinator will function as a contract employee of the Presbytery.

**Terms of Contract:** Maximum billable hours will average 15 hours per week on an annual basis.

**Term:** One year, renewable annually at the discretion of the Hands-On Mission Work Group (HOMWG), Mission Interpretation Ministry Team, and Presbytery Operations.

### **Job Functions:**

- Connect churches with organizations to do hands-on work so they can learn the value of mission and then they might start their own program.
- To coordinate inbound and outbound mission work groups with HOMWG, partner organizations and churches.
- To organize and mobilize the health festivals with churches and Synod
- To provide information and resources to congregations and other groups of the POD about mission and the work of the HOMWG.
- To assist in communicating and promoting HOM events and programs in conjunction with the HOMWG through the HOM website, the POD website, throughout the POD congregations and through various channels in the metro Detroit area.
- Learn what congregations are doing to connect in their local community by mission outreach projects. Determine if HOM can help promote successful projects within POD to help other congregations connect with their communities.
- To create and maintain a database(s) of pertinent (mission) information of the congregations of the POD (i.e. HOM contact list, Disaster volunteers list, project and agency contacts, financial information, etc.).
- File brief monthly report with HOMWG regarding key developments in each focus ministry and provide copies to the EP.

### **Characteristics and background for Coordinator for Mission:**

1. Commitment to Jesus Christ as Lord and Savior and a faithful witness in word and deed.
2. Demonstrated passion for mission and service to the “least of these”
3. Previous experience in leading mission ministry and/or mission outreach programs
4. College degree preferred
5. Religious studies preferred
6. Computer skills and familiarity social media
7. Event planning experience
8. Skilled coordinator and an effective collaborator
9. Outgoing and articulate
10. Presbyterian

### **2018 Coordinator Compensation:**

19 hours per week X 52 weeks = 988 total hours

Total compensation is \$29,812 (MIMT 2018 budget for position) for full year.  
Rate of pay is \$27,577 plus employer portion of FICA, \$2110 plus worker’s comp \$125.

Therefore, hourly compensation = \$30.17