



GRANT

Memorial Church

Job Description

Job Title: World Mission Associate

Report To: Director of World Mission

Job Summary:

The World Mission Associate is responsible to engage constituents in global kingdom work in agreement with all organizational supporting documents. The Associate will work with the Director and World Mission Planning Team to assure that World Mission initiatives are strategic and representative of the constituency of GMBC. This will be accomplished through individual and organizational partnership. The role includes the responsibility to implement strategic goals, assist in developing an annual budget, and engaging volunteers.

Time Requirements:

.75 EFT General office hours are 8:30 to 4:30 Monday to Friday, alternative working hours will be required periodically to meet the requirements of the position

Responsibilities:

- World Mission Planning Team
 - Lead and support to accomplish World Mission vision and mission
 - Oversee communication and implementation of initiatives
 - World Mission Lunch
 - Identify presenters
 - Ensure all logistics are arranged
 - Recruit and coordinate volunteer team
 - Missionaries
 - Initial contact for those interested in Endorsed Missionary status
 - Oversee promotion and awareness of Endorsed Missionaries
 - Liaise with partnering agencies
 - Establish support levels
 - Review policies (together with the Director)
 - Short Term Missions
 - Identify and promote opportunities
 - Recruit participants
 - Provide information/training meetings
 - Cooperate with departmentally initiated opportunities
 - Strategic Partnerships
 - Identify and work with local and global partnering organizations, projects, volunteer opportunities, profiling
 - Explore and potentially support new partnerships
 - Indigenous Church Growth
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- Identify and work with partnering agencies with regard to regular funding and projects
- Special Projects
 - Identify projects
 - Establish promotion and support level
- Groups of 5 Initiative
 - Support the development and liaison with immigrant connections
- Administration
 - Ensure effective use of all communication outlets
 - Promotion of World Mission activity
 - Full review and rework of WM manual to reflect current practise.

Qualifications:

- Be a growing disciple of Jesus Christ
- Have a passion for local and international mission engagement
- Passion to serve God and inspire His people through the development of personal relationships, community and small groups
- Demonstrated ability to recruit, motivate, train, and manage volunteers and develop and maintain strong relationships with strategic partnerships
- Ability to write and speak effectively to staff, volunteers, constituents and the public
- Ability to participate in extended mission experiences
- Self-motivated and outgoing
- Be flexible and ability to multi-task
- Proven excellence in people skills and a strong communicator

Requirements:

- Be an active constituent of Grant Memorial Baptist Church
- Be an active participant in the worship services of the church
- Be trained in Plan to Protect
- Formal education and training with the emphasis of global mission
- Previous experience in World Mission is an asset

Staff at Grant Memorial Baptist Church exemplify:

- A sincere love for the Lord evidenced by lifestyle
- Regular attendance at weekly services
- Commitment to a small group
- Faithfulness in tithing
- Adhere to the Statement of Faith, Core Beliefs & Lifestyle Commitment

Other:

- Attend weekly staff prayer meetings and general staff meetings
- Be available for other areas to support the successful ministry of the school and church
- Be able to interact with others and demonstrate the values of GMBC
- Be available as opportunity arises to share faith, Bible scriptures and principles based on the Statement of Faith, Core Beliefs and Lifestyle Commitment, to pray with individuals and to actively communicate a belief in the Lord Jesus Christ

Disclaimer:

- The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be



construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

To Apply:

Please send the following attachments to humanresources@grantmemorial.mb.ca or by mail post to: Grant Memorial Baptist Church, 877 Wilkes Avenue, Winnipeg, Manitoba, R3P 1B8, Attn: Human Resources.

1. Resume
2. Cover letter
3. One pastoral reference
4. Please use 'GMBC World Mission Associate Position as advertised' in the subject line of the email.

The applicants following the above requirements will be considered for this position.

Closing date: When position filled.

