



Job Title: Missions Director

Oversight: North Campus/Missions Pastor

Job Class: Full Time Salary

The Missions Director is a full-time position and will be based at the South Campus reporting to the North Campus/Missions Pastor. The purpose of this position is to provide leadership and direction in the area of missions at Church on the Rock.

This position must personally and professionally commit to the mission and leadership of Church on the Rock and to faithfully strive to fulfill the vision of pursuing God, pursuing people, and pursuing kingdom.

Job Duties and Responsibilities:

- Maintain a strong personal relationship with God
- Attend and support weekend church services
- Oversee mission trips; budgets; training; payments, etc.
- Recruit; train; schedule; supervise volunteers
- Assist with training, maintaining good communication and supporting PMI missionaries
- Serve as the primary contact between COTR and Pursue partners
- Assist with planning events to support Missions; Pursue Banquet; Pursue Partners Retreats; fundraisers, etc.
- Perform other duties as assigned

General Skills, Qualifications, and Physical Requirements:

- Team player, exhibit a positive attitude and willingness to help COTR staff and members
- Ability to sit or stand for long periods of time
- The employee must frequently lift and/or move up to 10 lbs. and occasionally lift and/or move up to 25 lbs.

As an employee of COTR, you are expected to:

- Maintain a strong personal relationship with God
- Use integrity while off campus; your integrity is a reflection of the church
- Be an active member of COTR by attending and supporting the weekend church services
- Commit to the staff core values
- Commit to the overall vision of the church
- Possess the ability to self-motivate and manage time well; being proficient in meeting deadlines/timelines
- Request and communicate to your oversight times that you must be out of the office (vacation and sick days)
- Commit to be a resource to each ministry within the church as needed

- Be in the office on time and ready to work and until your work day is completed

**Please contact the Human Resources Office regarding updates to job descriptions*