



**JOB DESCRIPTION**

Position: **Rock Missions Equip Coordinator**

Reports to: **Rock Missions Executive Director**

Position Status: **Full-Time, Exempt**

Department : **Rock University**

Effective: **March 2011**

Replaces: **All Previous**

Position Number: **RC-14-11**

Posting Date: **March 25, 2011**

1<sup>st</sup> Closing Date: **April 1, 2011**

**Position Summary:** The Rock Missions Equip Coordinator will be responsible for the oversight of the Rock Missions equipping process, to include preparing students to be missionaries, facilitating short-term mission trips, and assisting in the hiring of faculty, evaluating faculty, recruiting and interviewing all prospective rock missionaries. The Rock Missions Equip Coordinator reports directly to the Rock Missions Executive Director.

**Job Responsibilities and Duties:**

**Curriculum**

1. In conjunction with the President and Academic Coordinator, develops all curriculum and corresponding printed materials related to the Rock Missions Department.
2. Aids faculty in the development and implementation of the curriculum.
3. Delivers agreed upon classes at a college level, including syllabi, lesson plans, and printed materials.
4. Inspires Students go out into the world as missionaries.
5. Oversees and facilitates all international mission trips.

**Administration**

1. Acts as the Rock Missions Equipping leader of all Rock U programs; responsible for its day-to-day operations, including scheduling of short term mission trips, overseeing of the mission trip advisement programs, and monitoring of student participation and progress in mission trips.
2. Maintains congruency between the Rock U's mission statement and all missionary activities.
3. Develops and enforces policies that foster and maintain a good environment for teaching and learning.
4. Works cooperatively with the Operations Coordinator Academic Coordinator and the Student Affairs Coordinator for the overall management of student affairs.
5. Coordinates, compiles, and assists in writing of the all operational reports and evaluative instruments to ensure accuracy and efficiency, including necessary related reports and correspondences.
6. Submits budget proposals to the President.
7. Responsible for assuring that annual and long-term objectives are in line with Rock U objectives and that there is a formal system of evaluation and documentation.
8. Serves as a member of Rock U's senior leadership team.

**Faculty**

1. Observes, supervises, and evaluates the equipping faculty.
2. Conducts regular meetings with equipping faculty, which will deal with both routine equipping matters and with the exchange of ideas on issues of missionary interest and concerns.
3. Makes recommendations to the President regarding the hiring, retention, and assignment of faculty.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Rock Missions Executive Director.

### **Job Skills and Requirements:**

1. Bachelors Degree preferred.
2. Five years equipping and missionary experience
3. Has the ability to work well under short deadlines, think clearly under pressure, manage multiple priorities, recognize and respond to urgent requests, and quickly adjust to changing priorities.
4. Must be self-motivated and able to take a task or project through to completion.
5. Excellent communicator: must be able to articulate clearly both in spoken and written form.
6. Strong relationally and the ability to oversee and lead multiple teams consisting of both staff and volunteers and be experienced in conflict resolution.
7. Strong organizational skills and attention to detail and accuracy. Demonstrated ability to research, produce answers and give clear direction.
8. Strong Computer Skills including proficiency in MS Word, MS Outlook, MS Excel, and MS PowerPoint.
9. Ability to provide sound, biblical counsel while recognizing and maintaining confidentiality as appropriate.
10. Evidence of a strong commitment to a philosophy of ministry consistent with the Rock U's mission.

### **Expectations of Staff:**

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Strategic Ministry Model.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

### **Physical Requirements**

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

### **Employment At-Will:**

All employees of the Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate and employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

