



### JOB DESCRIPTION

**Position:** Missions Equipping Assistant

**Reports to:** Impact195 Missions Coordinator

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

**Department:** Impact195

**Effective:** May 2012

**Replaces:** New Position

**Position Number:** RC-17-12

**Posting Date:** May 9, 2012

**1<sup>st</sup> Closing Date:** May 16, 2012

### Position Summary:

The main responsibilities of the Missions Equipping Assistant will be to develop and implement training modules to equip Impact195 students to become self sustaining missionaries. The Equipping Assistant will work with the Impact195 Academics Coordinator toward the incorporation of these training modules into the IMPACT195 annual curriculum. Incumbent will also develop and implement specialized coaching modules and ongoing educational opportunities to further equip missionary candidates for successful evangelistic work. Topics will include coaching for missionaries actually engaged in field assignments as well as for those returning from assignments. Finally, this individual will make significant contributions to the strategic planning and executions of Impact International Trips (ITT) and will be reporting to the Impact195 Missions Coordinator.

### Job Responsibilities and Duties:

#### Equipping & Coaching

1. Develop and fully integrate Impact195 curriculum, as described above.
2. In collaboration with the Impact195 Academic Coordinator, ensure the effective preparation of Impact195 students to serve as successful Rock Ambassadors throughout the world.
3. Teach college level courses, including the preparation of syllabi, lesson plans, and printed materials that will provide the knowledge and skills Impact195 students need to succeed in making disciples of all nations.
  - a. Compile and maintain data base of experienced instructors.
  - b. Schedule instructors for missions training modules within the yearly training calendar.
4. Select, train, and manage a team of coaches to support and counsel students as they prepare for the field assignments.
  - a. Develop and implement an assessment process to determine the readiness of missionary candidates for specific field assignments.
  - b. Walk students and candidate missionaries through that process so they come to a full understanding of their own fit and readiness characteristics.
  - c. Provide input to the Missions Leadership Team to support its process of considering, approving or redirecting candidate missionaries who have applied for specific field assignments.

### **Short Term Missions Trips**

1. Maintain ongoing contact with our mission organization partner.
2. Provide extensive input into the planning and execution of short-term mission trips.
3. Participate in casting vision for short-term trips to Impact 195 students.
4. Provide leadership development training for IIT leaders.
  - a. Identify and train effective leaders for mission trips.
5. Responsible for planning student mission trips per calendar year.
  - a. Collaborate with Impact195 Missions Coordinator to determine trip locations.

### **Continuing Education**

1. Develop and implement a process for reviewing effectiveness of training materials against actual field experience.
2. Facilitate changes that will improve the effectiveness of associated training modules or materials after review.
3. Conduct regular missions seminars to communicate new global missions strategies and ministry tools to students.
4. Develop and implement online training systems for use by missionaries on field assignments.

### **Missionary Support**

1. Provides oversight for the effective functioning of all Support Teams to assure that the needs of missionaries in the field are properly understood, and are being correctly addressed by members of their Support Teams as planned before the missionaries' departure for their assignments.

The above summary of duties represents the major tasks and duties and is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Impact195 Missions Coordinator.

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

1. Bachelors Degree preferred.
2. Five years management and missionary experience.
3. Has the ability to work well under short deadlines, think clearly under pressure, manage multiple tasks, 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 who is able to articulate clearly both in spoken and written form.
6. Strong relationally and having the ability to work with multiple teams consisting of external partners, internal organization staff and volunteers and be adept at conflict resolution.
7. Well organized and pays attention to detail and accuracy. Demonstrated ability to do research, produce answers and give clear direction.
8. Strong Computer Skills including proficiency in MS Word, MS Outlook, MS Excel, and 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 mission and objectives of Impact 195.

### **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 Governance system.
4. Successful completion of a background check and references.
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.

### **Special Conditions of Employment**

Flexible work schedule, including some nights and weekends.

### **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 an 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.