

Carmel United Methodist Church

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| Position Title | Local Missions Coordinator |
| Date | July 2025 |
| Hours/week | Part-Time |
| Manager | Jessica Stevens |

POSITION SUMMARY

The Local Missions Coordinator will work with the Food Pantry Coordinator and mission ministry leaders to support the local outreach ministries of Carmel United Methodist Church. The role's main responsibility is to ensure our ministry champions are supported and have the tools and resources to be successful in their ministry areas.

PRINCIPAL RESPONSIBILITIES

Relationship Building

- Champion of the ministry champions serving as a liaison between outreach ministries and the larger church. Ensure that ministry leaders feel valued, supported and have what they need to be faithful and successful.
- Work with Missions Advisory Team to create yearly work plans and goals
- Recruit and support mission leaders with logistics and on their spiritual journeys.
- Serve alongside ministry leaders at least twenty hours per week. Presence with our outreach ministries is vital, however, this must be balanced with empowering our congregation to lead.
- Attend monthly Good Samaritan Network meetings to stay apprised of what is happening with nonprofits in Hamilton County
- Work with the Food Pantry Coordinator to ensure they feel valued, supported and have what they need to be faithful and successful as the largest outreach ministry of the church

Communication

- Create a mission mindset among the congregation
- Inquire what ministry leaders need to be successful and provide follow-through to support them. Convey to the congregation how they are successfully touching lives and easing burdens of people in our community
- Work with Food Pantry Coordinator to keep SignUpGenius volunteer shifts up-to-date
- Create and develop publicity to keep the community connected and informed of mission opportunities. Includes managing sign-ups, working with mission leaders to write articles for the monthly newsletter, social media content, and monthly videos (3-4 minutes) for worship
- Convey to the congregation that the food pantry is a Community Pantry and highlight the role of the Food Pantry Coordinator as a Missions position

Success Looks Like

- The larger church is passionate about our outreach ministries
- Each ministry has at least two leaders with one in training for leadership
- Seeing the last, the lost, and the least as God has called us to be in community together

KNOWLEDGE, SKILLS, ABILITIES AND COMMUNICATIONS

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| A. Specific Technical Knowledge | Working knowledge of SignUpGenius volunteer platform and familiarity of Hamilton County non-profits a plus |
| B. Self-Management | Works autonomously—independent decision maker Self-directed, self-starter |
| C. Leadership | Servant leadership with passionate lay leaders |
| D. Educational Requirements/Experience | Bachelor's degree preferred, ministry experience preferred |

VI. ADDITIONAL REQUIREMENTS

Hours may vary throughout the week, some evenings and weekends required.