



Missions Director

A Ministry Position

Organizational Overview:

Step By Step Worldwide Ministries exists to rescue Abandoned Children with Special Needs, and to demonstrate the love of God toward every life He places into our care. Our commitment is to provide each of our children and resident adults with our Three-fold Purpose, "A Home - A Hope - A Future." We as a mission organization and family of faith, have committed to love unconditionally, show Christ-like compassion to the destitute, while using whatever gifts and resources we have, to help meet the needs of not only the children we receive, but also those in the local community. Our international base is established in Ghana, West Africa, and as the Lord directs our steps, we will fulfill the name He has given us, by expanding to additional nations worldwide.

Personal Expectations:

The individual selected must embrace and be a willing public representative of the organization, promoting the organization personally, in a manner of gentleness, kindness, and humility. A Director for Step By Step Worldwide Ministries must display our core values at all times, presenting themselves as the ambassador of the organization.

Character Required for the Position:

The individual selected as the Missions Director, must reflect the biblical values outlined in our statement of faith. In all areas of responsibility, the likeness of Christ must be imitated and demonstrated in word and deed. At all times the individual shall demonstrate the character and conduct of the Holy Spirit, exuding God's love and faithfulness to others.

Financial Commitment:

Every calendar year, each Director shall be expected to demonstrate their priority and commitment to the Corporation through giving. The contribution must be measurable, defined, recognized, and approved by the Board of Directors, and recorded in the minutes of the Year End Board of Director's meeting.

General Description of Position:

The Missions Director has overall responsibility for all logistics, in planning, preparing, and coordinating, all aspects of foreign missions, including development and travel.

Overview of Duties/Responsibilities:

General duties and responsibilities include development of all Foreign Missions strategies. The Missions Director will direct and guide the Missions Coordinator, team leaders, their teams, and members of the Executive Committee, in the organization and management of all mission activity, including all assignments, actions, and reporting of results. They shall be growth oriented, always seeking to raise up future teams and the training of future Missions Coordinators. They shall be responsible for developing a cost-efficient annual budget, and report all actions and results to the Board of Directors. The Missions Director will act as the primary liaison with all international contacts. They shall be responsible for all areas of Missions administration. The Missions Director shall attend scheduled Board meetings and present updates on the progress of the annual plan.

Qualifications/Experience/Abilities:

- Minimum (3) years Local and Global “on the mission field” experience including the leading of teams.
- Knowledge of and the ability to express the Gospel of the Jesus Christ to others with clarity.
- Working knowledge in word processing, email marketing, and social media platforms.
- A Leadership level of written, oral, and interpersonal communication skills.
- Ability to lead and be an influence in motivating others for worldwide missions.
- Disciplined time management skills, a proactive mindset, and be self-motivated to form, organize, and lead teams to foreign lands.
- Dependable, faithful, an unwavering love for the Lord, missions focused, and passionate for the work at hand.

Mission Planning and Facilitation of Missions Strategies:

- A proactive approach to future missions with a “leading from the front” style of guidance.
- Seek team members according to the giftings and skills needed for each foreign mission’s purpose and plan.
- Work in harmony with the Missions Coordinator in directing, developing, and coordinating plans of action according to organizational foreign mission strategies.
- Work with and direct the Missions Coordinator to guide the communications with foreign nationals of host countries, in the preparation of time specific agendas, team accommodations, and relative costs for each trip.

Preparedness and Team Building:

- Determine through each appropriate Foreign Embassy the requirements and laws governing the host nation, in preparation for travel requirements by the Mission Team.
- Provide timely medical and immunization requirements, costs, and schedules, working with local hospitals and Travel clinics.
- Set the time management schedule in the acquisition of travel documents for all mission team participants.
- Oversee the preparation and administration of a qualifying questionnaire for prospective Mission participants.
- Make righteous judgments in the appointment of Team Leaders for upcoming Missions trips.
- Set-up a calendar of team preparatory prayer meetings with the Missions Coordinator, to be held at a minimum of (6) months before the scheduled mission trip, to build unity in the Spirit, and to instill cultural and spiritual values in the chosen team. The Director should attend a majority of these meetings.
- Provide checklists of cultural, traditional, and personal prerequisites, in preparation for travel into foreign lands.

Annual Budgeting:

- Provide budgets for all areas of Missions organizational expenditures.
- Prepare quarterly reports on status of upcoming Missions trips, timelines, and people involved.
- Shall prepare and present to the Board in November of each year, the following year’s Mission plan and budget.

Administrative:

- Develop, monitor, and maintain all records of the Missions department, utilizing organizational software and storage methods.
- Keep record of, and meet all International governmental requirements in strategizing future missions.
- Timely reporting of all Missions activities at each scheduled or interim meeting of the Board of Directors.

Board Meetings:

- Must be present at all meetings of the Board of Directors.
- May request an interim meeting to present time sensitive issues relating to Missions programs.
- Present annual budgets and strategies going forward, at the November meeting of the Board of Directors.

Term of Office:

(Organizational Bylaws Article 3 Section 2) - At each annual meeting held during an election year, or during a specified interim meeting, the currently seated members of the board shall elect directors to hold office for renewable terms of three years. Each director shall hold office until the expiration of the term for which he or she was elected, and if applicable, until his or her successor has been elected and shall have qualified, or until his or her prior resignation or removal.

The Missions Director is a Volunteer Ministry Position.

Interested candidates should apply directly by contacting the organization via our website, phone, social media, or in person.

Step By Step Worldwide Ministries is registered as a **501c3** non-profit charity in good standing with the United States Department of Internal Revenue. **EIN# 84-3369147**. Please find our profile on GuideStar, where we have been awarded the "Platinum" level of participation demonstrating our commitment to nonprofit transparency.

(This position is open as of the latest update of this document)

06/12/2021

www.stepbystepworldwide.org