

# First Presbyterian Church of Houston

## Job Description

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Job Title: Coordinator for Equipping & Sending

Status: Exempt

Incumbent: None

Department: Equipping & Sending

Reports to: Director of Ministry Partnerships & Engagement

Date: June 19, 2018

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### **General Purpose**

To equip and send the congregation into the community and the world to minister by providing key support to the management of our ministry partnerships and engagement opportunities, primarily globally.

Work in a spirit of teamwork, respect, and trust with the Equipping and Sending staff as well as the rest of the FPC staff to develop a focused vision for our church's activity and ministry awareness outside the church building.

### **Essential Duties and Responsibilities.**

- Establish a strong knowledge of FPC's ministry partnerships and focus areas, locally and globally, communicating their needs/opportunities to the congregation.
- Provide support and coordination of equipping and mobilizing events, e.g. UNITE, Global Mission Forum, partner visits.
- Provide logistical support for vision trips and mission trips, including managing Shelby database for tracking timing of payments (working with Admin) and uploading of trip participant data to Fellowship One.
- Work with ministry partners and special guests on logistics/details of visits to FPC and managing details about vision and mission trips after initial contact and work has been done by Director.
- Submit purchase orders, support letter production and mailing of monthly budget allocations, special gifts, etc.
- Update and maintain the Equipping and Sending areas of the FPC website and Facebook up to date as well as update trip and event participation in Fellowship One.
- Support and coordination of the annual Advent Missions Market
- Work with Administrative Assistant for Equipping and Sending on filing, proper storage of ministry supplies, etc.
- Serve as point of contact for our ministry partners when Director is not available and as needed.
- Support Director of Ministry Partnerships with tasks and projects as needed.

**Budget Development.**

The director will have responsibilities in organizing and developing the budget in collaboration with the Pastor of Equipping & Sending.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

I have been given the opportunity to review my job responsibilities and discuss with my Supervisor.

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Bill Heston

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Date

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Mary-Floye Federer

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Date

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