

# KURRI KURRI BAPTIST CHURCH

## Missions Ministry Coordinator Role Description

Document 40	
Replace existing document?	Yes
Version:	3.0 (Change of title, term, addition of volunteer category)
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Details of superseded documents:	(Version 2.1) Missions Committee Coordinator Role Description. Reviewed and updated by Governance Body on 30/6/2024  (Version 2.0) Missions Committee Coordinator. Reviewed, updated, reformatted and adopted by Governance Body on 11/10/2022  (Version 1.0) Missions Committee Co-Ordinator [NEW ROLE] Prepared and reviewed by Ministry Leaders and Transition Team (as per report October 2020)
Adopted by governance body on:	11/10/2022
Last date reviewed:	1/7/2025
Review due date (annual review):	1/7/2026

Note: Throughout this document, “Church” refers to Kurri Kurri Baptist Church (KKBC), the local Church which adopted this document.

## **Role Title**

Missions Ministry Coordinator

## **Role Description**

Coordinate all Church associated mission ministries/endeavours both locally and overseas

## **Responsibilities**

- Appoint a Missions Team of at least two people and communicate this team to the Diaconate and Safe Church Team. Note: The Pastor is an ex-officio member and may chair meetings at his discretion
- Encourage a Church-wide interest in, and support for, local and global missions / missionaries, ensuring that both denominational and interdenominational agencies are promoted
- Chair meetings, prepare agendas and distribute minutes for at least three scheduled team meetings per year
- Ensure missions news is posted and regularly available to the congregation
- Liaise with mission societies/agencies to engage representatives and speakers
- Encourage prayerful support for missions and missionaries
- To input missions accountability to the Annual Church Budget
- Foster Baptist Mission Australia 'May Missions Month' projects and concentrated giving
- Give the Safe Church Team advanced notice of any upcoming visiting Ministry Guests, so the required screening process can be followed

## **Prerequisites and/or skills required**

- Church member, and/or agree with the "Responsibilities of Membership" listed in the Constitution (5.c.)
- Compliance with the Procedure for Staff and Volunteers (Category 2 a - Volunteers in leadership roles, engaged in child-related work and/or engaged in work with vulnerable adults)
- Demonstrate a love for missions

## **Supported by**

- Church Leadership, and Church
- Missions Team

## **Term**

- Nominated by a regular Church attendee (Member or Non-Member) and affirmed at the Annual Church Meeting
- One year term, with eligibility for re-nomination for subsequent terms

## **Reporting to**

- Church Leadership, and Church

## **Reporting method and frequency**

- At minimum on an annual basis, by way of a written report for the Annual Church Report