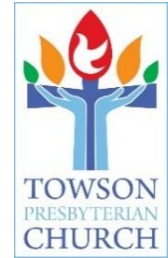


# Towson Presbyterian Church



**Position:** Mission Coordinator

**Term:** Two-year contract; renewed annually thereafter

**Part-time:** ~12 hours/week or 50 hours/month

Towson Presbyterian Church (TPC)—an inclusive, curious, compassionate, courageous community of faith—seeks a highly motivated individual to help our congregation expand and improve its outreach to those in need throughout our community-at-large and the world around us. While our church is already invested in hunger, peacemaking, and environmental ministries, we know there is much more our pooled hearts, hands, and treasure can accomplish. The Mission Coordinator will work with TPC’s mission and outreach teams to help us both strategically discern the needs to which we’re called to tend, and help design and manage mission programs aimed at such needs. We hope such projects and programs might, at times, entail joining forces with other organizations to multiply the difference we can make. We expect some programs to be ongoing, while others will be short-term (e.g. mission trips).

## Responsibilities

- Work closely with each mission-oriented team of TPC (Mission Committee; Snyder Committee; three Mission Action Teams) to help discern the missional needs to which we’re called, and design programs or projects that tend to such needs.
- Help TPC interpret missional needs and programs to the congregation; promote upcoming programs and projects; tell the stories of previous or ongoing programs or projects.
- Facilitate the administration of all mission projects and programs, including but not limited to volunteer coordination, procurement of supplies, financial administration, and the fulfillment of applicable policies (e.g. volunteer policies).
- Help recruit and support volunteers amid new and ongoing missional endeavors.
- Attend TPC on Sunday mornings.
- Offer a monthly report for staff and Session review (attendance at weekly staff meetings is not required, but occasional attendance may be requested).
- Maintain regular dialogue with Associate Pastor, Mission Committee Chair, Action Team leaders, and Director of Communication & Connections.

## Minimum Qualifications:

- Excellent organizational skills; detail-oriented
- Excellent verbal and written communication skills
- Proficient in Microsoft Word and Excel
- Experience working with state and non-profit community organizations and/or faith communities
- Collegial, team-oriented approach to community-building
- Willingness to work Sunday mornings and occasional evenings

## References Required

**Employment Status:** Part-Time; Contract Employee (hours will vary, averaging 12 hours/week)

**Contact:** Send resume to Lenore Chapman via [lenorechapman@verizon.net](mailto:lenorechapman@verizon.net)