



Missions & Admin Team Leader

Purpose Statement

Send CCC members out on mission while maintaining the administrative functions of the church they call home.

Reports To:

Lead Pastor

Responsibilities:

1. Be the go to person for any missions related initiatives.
2. Develop and oversee the execution of a system to connect with each new face that attends a CCC gathering.
3. Lead the Missions Leadership Team who long to see missional movement in our community and world.
4. Cultivate relationships with CCC's ministry partners including, but not limited to understanding their needs, connecting covenant members to serve, ensuring their commitment to the gospel and caring for the leaders of those partners.
5. Oversee any missions programming including mission trips, Love Shelbyville days, and other mission opportunities in our community.
6. Oversee the missions budget process including vetting new and existing partners, working with the missions leadership team to determine funding levels, and informing the pastor/elders throughout.
7. Oversee the administrative functions of CCC including facilities, finances, communications, volunteer coordination, data management, and technology.
8. Other duties as assigned by Lead Pastor.

Work Schedule:

1. Flexible schedule to include weekly staff meeting and Sunday Gathering
2. 40+ hours weekly