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JOB DESCRIPTION
Send Out Ministry Staff Lead
(as Director of Epworth's Ana A Brito Foundation)

STATUS: Part Time

Compensation: \$12,000-\$15,000

Hours: 15 hours a week average

POSITION DESCRIPTION:

To serve as the Director of Epworth's foundation, specifically to

- Direct the projects of the foundation as assigned by the AABF board and Executive Leadership team of Epworth
- Lead the overall vision of SEND OUT ministry at Epworth

This position reports to the AABF Board which reports to Epworth's Executive Leadership team.

The Foundation Director/Send Out lead will specifically to:

- Serve as staff Send out Quad Lead for Epworth
- Dedicate specific attention to advancing the vision, strategy, and reach of the Send Out ministry and Epworth's Ana A Brito Foundation
- Oversee the English as a Second Language program
- Oversee the Computer class program

HOURS: flexible with onsite presence in specific moments (including accessibility to English/Computer class students Monday morning, Tuesday and Wednesday evenings)

REPORTING TO: EAABF Foundation, Supervised by Epworth Lead Pastor

THE VISION OF EUMC: "To be a church of the community that passionately invites, connects, disciples, and sends out people for Jesus Christ as the Holy Spirit transforms hearts, lives, and communities.

POSITION REQUIREMENTS:

1. Personal Requirements

- A mature relationship with Jesus as Savior and Lord
- Able to work under the authority of the Lead Pastor and hold authority for Send Out Ministries

- A commitment to ministry and community engagement as a practice of faith

2. Knowledge/Gifting/Skills/Abilities/Experience

- Strong abilities and experience in leading through transition, building new teams, and building trust with existing teams
- Ability to connect relationally with new immigrant families and across language/culture differences
- Good teaching ability and communication skills
- Ability to work closely with other Ministry Staff, multiple boards (EAABF and Executive Leadership Team) and to direct, motivate and encourage non-paid servant leadership.
- A willingness and ability to pioneer new things and inspire others to new initiatives

3. Overarching Responsibilities in Send Out Ministries

- Organize Send Out Team meetings that include representative leaders of each of the areas listed in the attached organizational chart.
- Build a sense of team and shared vision among these groups.
- Work with existing Send Out Leads and the lead pastor to fold all these ministries under the EAABF, laying new foundation and breadth for the work of the foundation.
- Help to build an understanding of service and mission as an integral part of discipleship.
- Prioritize connecting community to the discipleship processes at Epworth.
- Lead Epworth focus on identifying gifts and areas for service for all
- Be involved in the community, seeking out relationships with those who do not know Christ. Modeling a missional lifestyle
- Participate in Executive Leadership team meetings.
- Be present on occasion on Sunday mornings as part of integrating mission into the full life of the church.

4. Prioritize English and Computer Classes

The Director will prioritize overseeing the English and Computer Classes:

- Work with the Executive Leadership Team and the EAABF Board in developing the goals for the program as part of larger goal setting for the foundation
- Oversee grant writing and attend MCAEL meetings
- Lead, coordinate and supervise all the program components and its staff.
- In consultation with the Board, recruit and/or hire needed volunteers and staff.
- Work closely with the Pastor of Discipleship to make sure the Children's program is working effectively.
- Send appropriate information to the payroll office for monthly payment,
- Oversee environment of hospitality and welcome.

5. Supervision

This position requires someone who enjoys seeing others succeed and grow in their leadership abilities. The Send Out Staff Lead/Director of the EAABF must first be an equipper, and secondly a doer.

- Build Leadership team with existing Send out Leads
- Supervise teams of volunteers in each of the send out areas.

- Prioritize English /Computer classes as the most active of all areas. This includes:
 - Supervising ESOL teachers (currently 7), 2 computer instructors.
 - Identifying administrative tasks and supervising administrative work related to Send Out completed by Epworth Administrator
- Ensure all volunteers and paid staff are working towards established strategy and meeting developed goals and metrics for their areas.
- Implement all Sexual Misconduct/Safe Sanctuary policies together with Pastor of Discipleship

6. Results

- Transition in the understanding of the EAAB Foundation as the legal arm of EUMC Send Out Ministries
- Integrating English/Computer classes into larger Send out Vision
- Facilitating transition from founding English/Computer Class director to new director
- Energizing Epworth with passion and clear process for serving and being sent out.

ADDITIONAL REQUIREMENTS:

- Established experience in ministry – working with servant leaders, building teams, bridge building
- Bilingual English/Spanish preferred
- ESOL experience and teaching experience a plus
- Experience in Leadership
- Experience in Community organizing
- Strategic thinker able to carry out new vision
- Safe Sanctuary Training and Acknowledgement
- Confidentiality Agreement
- Background check

ACADEMIC QUALIFICATIONS:

- Bible College or Seminary degree preferred
- Other qualifications and training will be considered