

# MINISTRY COORDINATOR, MISSIONS

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## Overview:

Eastbrook Church has a rich history of empowering our members to reach out to our city and world. Locally this has grown to be our focus ministries of the Food Pantry, Bread of Healing Clinic, Safe Families, International Community Center, and International Student Outreach. Internationally this has focused on sending field workers and partnering with national workers to reach the unreached parts of the world, particularly the Horn of Africa, Middle East, and Asia.

Intentional coordination is essential to maintain a cohesive and vibrant missions ministry. The purpose of this position is to support our members and ministries as we continue to reach out to our city and world.

## Employment Information:

This is a full-time, exempt, salaried position; Must maintain regular (though flexible) office hours as well as Sunday mornings and occasional weekend or evening hours. Salary is dependent on experience, skills, and education.

## Reports to:

Sr. Director, Mission

## Responsibilities:

- **Prayer.** Coordinate the sharing of prayer requests from Eastbrook local outreach ministries and international workers through Eastbrook Prays, Missions Prayer Class, Missions Corner, etc.
- **Mobilize.** Support local and international outreach efforts by coordinating the dissemination of mission opportunities through Connect, Grow Serve, the Serve Email, the Database, etc.
- **Equip.** Maintain the mission resource list and library. Serve on the Perspectives coordinating team and Urbana preparation team. Assist in coordinating other seminars and classes.
- **Care.** Support and resource the Care Teams for Eastbrook international workers, including connecting new members to existing care teams.
- **Events.** Collaborate with staff and leaders to implement the annual MissionsFest, Ready-Set-Go, Global Summit, City Summit, and Members Reaching Out events.
- **Serve.** Participate in each local outreach ministry on a monthly basis to have experience and insight as to how best to integrate the above tasks to support each ministry. Manage specific projects related to strengthening local outreach efforts.
- **Go.** Support Eastbrook Short Term Trips and their leaders. If needed, serve as a trip leader. Participate in one short term or worker care trip per year.
- **Administrative.** Coordinate other details as needed such as grant administration, relief funds distribution, local outreach annual assessment administration, and worker care info gathering.

## Qualities and Qualifications:

- Must demonstrate a mature, vibrant, and growing relationship with Jesus Christ and support Eastbrook's Statement of Faith and Code of Conduct.
- Familiarity with Eastbrook Church, the nature of the congregation, its vision, and core values.
- Must have 2+ years of experience in local or international outreach (both is preferred).
- Bachelor's Degree preferred, but depends on demonstrated experience in outreach.
- Must have strong coordination, organizational, communication and collaboration skills.
- Must possess proficiency in Microsoft Word, Excel, PowerPoint or similar platforms.

## Mission of Eastbrook Church:

Every employee at Eastbrook Church is expected to support our mission: *to proclaim and embody the love of Jesus Christ in the city and in the world.*

## Vision of Eastbrook Church:

Our vision to accomplish our mission is through five objectives:

### 1. Becoming 7

We are aiming to become a more vibrant, diverse, multi-ethnic church with an impact on the city of Milwaukee and the world. *"After this I looked, and there before me was a great multitude that no one could count, from every nation, tribe, people and language, standing before the throne and before the Lamb. They were wearing white robes and were holding palm branches in their hands. And they cried out in a loud voice: 'Salvation belongs to our God, who sits on the throne, and to the Lamb.'"* (Revelation 7:9-10)

### 2. Growing Disciples

We are aiming to make new disciples and grow current disciples deeper.

*"Then Jesus came to them and said, 'All authority in heaven and on earth has been given to me. Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.'"* (Matthew 28:18-20)

### 3. Reaching Out

We are aiming to reach beyond ourselves through missional engagement.

*"But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth."* (Acts 1:8)

### 4. Multiplying Leaders

We are aiming to make leadership growth a priority.

*"And the things you have heard me say in the presence of many witnesses entrust to reliable people who will also be qualified to teach others."* (2 Timothy 2:2)

### 5. Church Engagement

We are aiming to increase levels of engagement at Eastbrook Church, as reflected in attendance, service and giving.

*"So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ."* (Ephesians 4:11-13)

## Please Note:

Eastbrook Church provides equal employment opportunity without regard to race, color, national origin or ancestry, citizenship, mental or physical disability, medical condition, veteran or military status, marital status, age, sex, or any other basis protected by federal, state or local law, ordinance or regulation.

Employment will require successful completion of a background check.

Qualified candidates should email or submit a letter of application, resume, and professional references to HR Manager, Lupe Dueñas, [lduenas@eastbrook.org](mailto:lduenas@eastbrook.org).