



Title: Missions Director

Reports To: Field Director

Job Summary: The Missions Director serves as point person, leading all international mission team efforts. This is an executive role in Disciples' Village, working closely with staff and local Haitian pastors. He/she will stay in close contact with incoming mission teams from the initial contact to the final day of ministry at weeks end. He/she seeks to accomplish four goals:

1. that God is glorified in all we do.
2. that the Gospel is proclaimed.
3. that the people of Haiti are served with love and integrity.
4. that mission teams have a great disciple making experience.

To fulfill these responsibilities, the Missions Director will be required to be on the mission field for a minimum of six months per year.

Job Commitment: Minimum of three years.

Compensation: Based on level of education and experience. Food and lodging provided. Personal fundraising may be required.

Primary Responsibilities:

- Works with ministry staff:
 - actively communicating mission plans and schedule.
 - working with Field Director
 - planning ministry locations and weekly schedule for mission teams.
 - communicating with local Haitian pastors to prepare for mission week.
 - working with PR Director in
 - maintaining Mission Trip calendar
 - posting yearly calendar six months in advance
 - making timely blog post concerning upcoming mission opportunities and successes on the mission field.
 - works with York House Office Manager
 - to secure all required group forms and mission trip payments.
 - updating and keeping all files on Base Camp
- Works with Mission Teams pre-trip:
 - securing future mission teams and scheduling their week of mission service.
 - regularly communicating with mission team Group Leaders.
 - writing/securing lesson plans and activities to be taught in villages.
 - keeping Leaders and Team Member packets up to date.
 - helping group leader decide on mission activity and village they will serve in.
 - sending group leader the schedule, lesson plans/activities for the week.
 - addressing any questions or concerns as groups prepare for their trip.
- Works with Mission Teams during trip:

- prep meetings – to be held after arrival - go over schedule, lessons and group responsibilities for the week.
- leads mission teams on all field activities
- debrief meetings – to be held after each ministry day to go over the strengths and weakness and to ensure the group is prepared for ministry success the next day.

Other Responsibilities:

- be committed to Jesus and fulfilling the Great Commission on a personal level.
- be accessible to other DV staff.
- be willing to help in other various tasks assigned by President and Field Director.
- be a learner of Haiti and the customs of this country.
- be a team player, surrendering your will for the betterment of the ministry.