

## **WMU NC Consultant for Adults (Part Time)**

**Job Description:** WMU NC Consultant for Adults

**Purpose:** Lead NC churches in planning, designing, and implementing quality missions education and missions and ministry involvement for Adults. Build relationships with WMU leadership in the churches and associations, participating in their events to assess needs.

### **Responsibilities:**

#### Promote:

- Promote missions growth in NC churches, especially relating to Adults, by helping churches start new Women on Mission/Adult on Mission groups and enriching existing groups with new and creative ideas.
- Prepare articles, announcements, and other communications related to Adult missions – *Tarheel Talk*, e-newsletter, social media, etc.
- Promote Week of Prayer for WMU NC and the Heck-Jones Offering, including a minimum of two speaking engagements during this special time of emphasis.
- Promote emphases for International, North American, Global and state missions.

#### Coordinate:

- Coordinate Missions Extravaganza conferences, displays and resources for Adults.
- Coordinate state training opportunities for Adults.
- Coordinate efforts to assist and encourage new and existing Women on Mission/Adults on Mission groups.
- Coordinate state-sponsored, hands-on missions and ministry events for Adults by:
  - Planning and promoting events,
  - Recruiting volunteers,
  - Delegating leadership,
  - And managing communication.
- Partner with:
  - Fellow WMU NC staff to further Adult missions education and ministry opportunities;
  - Other missions organizations and ministry partners to further Adult engagement in missions.
  - WMU NC leadership in churches and associations to plan ministry based on identified needs.

#### Represent:

- Represent WMU NC on committees, task forces, and/or special groups related to Adults as guided by the EDT.
- Represent Adult needs and issues to the WMU NC staff, to the WMU NC Executive Board and at the Annual Meeting.

Execute Administrative Duties:

- In conjunction with the EDT, project and plan for budgetary needs.
- Manage the budget for Adult missions and ministries.
- Stay current on trends and demographics, programming and curriculum, methods and schools of thought that relate to Adult missions and ministry.
- Perform other duties as assigned by the EDT.
- Report to EDT.

Qualifications/Requirements:

- Must demonstrate a passion for the Great Commission and model a missional lifestyle.
- Must demonstrate Christian character and faithful church membership.
- Must have a thorough knowledge of Baptist principles and WMU's organization and purpose, especially as relating to Adults.
- Education: College degree, with either seminary degree (preferred) or other relevant training. Additional training may be required upon hiring.
- Work experience: Must have at least 5 years of relevant work or volunteer experience.
- Current driver's license and personal transportation required.
- Periodic multi-day travel required.
- Strong communication skills.
- Self-motivated.

Updated: 10/15/2019