

Mission Coordinator for Education and Interpretation Job Description

Pacific Northwest Conference

United Methodist Women

Each Mission Coordinator shall work actively with the conference leadership team to fulfill the PURPOSE of United Methodist Women.

SHE SHALL

- Promote and interpret the work of United Methodist Women including interpretation of the changing concepts of mission and changing roles of mission personnel.
- Promote mission education opportunities: mission studies, local mission opportunities, Mission u, mission encounters, and supply material resources for mission programs and projects.
- Promote and utilize printed and audiovisual resources of the United Methodist Women National Office to tell the mission story.
- Promote and interpret the need for Mission Giving to support the total mission of United Methodist Women, with emphasis on women, children and youth.
- Promote, with the leadership team, the conference's Mission Today program and receive reports from the districts regarding local units that meet the criteria for being a Mission Today Unit.
- Plan the Pledge Service with the treasurer for the Annual Meeting.
- Plan the Focus Groups for Mission u.
- Contact district counterparts four times a year by letter or e-mail to give support, share information from the United Methodist Women National Office and enlist their help where needed.
- Conduct training at least annually for district Education & Interpretation coordinators in conjunction with Conference Annual Meeting.
- Write articles for The Sharing Line newsletter.
- Prepare a written report of your activities related to your office prior to each conference leadership team meeting and e-mail it to all leadership team members at least one week prior to the meeting. Bring hard copies to meeting if sent out less than one week prior to meeting.
- Serve on the following committees: Executive, Program, Finance, and Mission u.
- With other mission coordinators and social media coordinator, as determined by the leadership team, will plan a young women's event.
- Be responsible for Love Gifts: Each deaconess or home missionary in our conference shall be given a gift of \$250 at time of consecration or commissioning. Request check from treasurer and award the Love Gift in person or by mail.
- Other duties as required.

TERM OF OFFICE

The term of office is 2 years. A second 2 year term may be offered. No one may serve more than 2 terms in office except the treasurer.

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RESOURCES

Travel and other expenses related to the office are reimbursed according to the Standing Rules. Overnight stays may be required.

MEETINGS—ATTENDANCE REQUIRED

- Leadership team meetings (January, March or April, July and October)
E-mail report to team members 1 week prior to meeting.
- Program and Finance Committee meetings (held in conjunction with leadership team meetings)
- Annual Meeting/District Leadership Development 1.5 days in October

OTHER MEETINGS/EVENTS—ATTEND IF POSSIBLE

- District Leadership Team Meetings
- District Annual Meeting
- District Spiritual Retreat (alternate years)
- Local Unit Meetings

OTHER MEETINGS AND EVENTS—NOT REQUIRED

- Leadership Training (first time officer-one time only) 3 days + travel in November
- Spiritual Retreat 2 days in April every other year
- Mission u 3 days in July
- Assembly 4 days + travel every 4 years (2018 etc.)
- Jurisdiction 4 days + travel every 4 years (2020 etc.)