

## **SUGGESTED JOB DESCRIPTION FOR A MISSIONS COMMITTEE IN A LOCAL CHURCH**

### **Purpose**

The missions committee shall have the general oversight of promoting and coordinating all U.S. & Global missions activities within the local congregation. It shall provide missions education, inspiration, and motivation. It shall lead the congregation in recognizing the biblical responsibility of every believer to be a participant in fulfilling the Great Commission.

### **Formation and Relationship**

1. The missions committee is authorized by the official church board and is amenable to the pastor and the board.
2. The pastor may serve as chairperson of the missions committee.
3. The missions committee should be comprised of no less than 5 or more than 9 members.
4. Committee assignments (such as missions secretary, etc.) may be named by the pastor/committee as necessary.

### **Selection of Committee Members**

1. All members will be nominated by the lead pastor and/or missions committee members.
2. Committee members should be willing to serve for a minimum of one year but may serve longer.

### **Qualifications for Committee Members**

1. They should be active members of the local assembly.
2. They should be faithful in their support of the local church with their finances, their cooperation, and attendance to the services.
3. Age should not be a factor in serving except as it relates to church membership.
4. Each committee member should be willing to devote adequate time to be able to fulfill their assigned responsibilities.
5. They should be of a cooperative spirit, willing to follow as well as lead.
6. Finally, each committee member should manifest a love for the lost in general and a special attraction to missions. This love should be confirmed by their prayers for missionaries and their generous monthly faith promise giving. No one should have the privilege of making recommendations, as to the disbursement of missions funds, if they are not themselves generous givers to that fund.

### **Functions/Duties of the Missions Committee**

1. They will attend scheduled committee meetings.
2. They will review missionary correspondence, making note of requests for both financial and prayer assistance and will, when appropriate and agreed upon, share these needs with the congregation.
3. They are involved in the annual church's missions budget as per pastor/church/board constitution and bylaws.
4. Knowing that missionaries must depend on monthly support for their complete terms of service, the committee will responsibly recommend missionary projects and support levels.

5. They will ensure missions commitments are disbursed monthly and that an accurate record is kept of all expenditures and receipts of all missions funds by the church financial team.
6. They will maintain the necessary communication with the missionaries on the support list. They will keep abreast of the assignment and type of ministry for each missionary supported as well as their current status (whether on the field or doing itineration ministry).
7. They will be responsible for planning and conducting semiannual missions conventions and receiving faith promises as guided by the Lead Pastor.
8. They will plan other special missions emphases as needed.
9. They will administer budget-approved funds (through an event/expense form) for events such as missions conventions and missions emphasis.
10. They will cooperate with the pastor in scheduling missionary speakers throughout the year.
11. They will assist all groups within the local congregation in promoting their missions emphases, such as BGMC (Boys and Girls Missionary Challenge), Speed the Light, and any other missions focusses.
12. They will assist the pastor, as requested, in any other activities that will enhance the spirit of missions within the local congregation.
13. They will keep proper records, minutes, and/or documentation of all the above functions/duties and be able to report accordingly to the church leadership and/or the church membership for required purposes.