

MISSIONS COORDINATOR

Exhibit “A” — Duties of Employee

PRIMARY PURPOSE

The Missions Coordinator exists to fuel and execute the mission of Victory Church by mobilizing people, building partnerships, and activating outreach that brings the heart of God to everyone, everywhere.

This role helps translate vision into action ensuring that local, national, and global outreach efforts are organized, strategic, and impactful, ultimately leading people to experience the fullness of life in Jesus Christ.

JOB PURPOSE

The Missions Coordinator leads the execution and coordination of all missions and outreach initiatives, supporting Victory Church’s vision to see lives transformed through evangelism, discipleship, and leadership development.

This role is responsible for:

- Mobilizing the church into local and global mission
- Coordinating Kingdom Builders initiatives and lane reporting
- Overseeing outreach events, benevolence, and missions trips
- Supporting partnerships that address real human needs while opening doors for the Gospel

This role is both pastoral and operational—combining compassion, leadership, and execution.

TOP ROLES

- **Missions Execution & Mobilization** – Activate the church to live on mission locally, nationally, and globally
 - **Partnership & Lane Management** – Steward missions partners and maintain clear Kingdom Builders lane reporting
 - **Outreach & Event Coordination** – Lead Go Love Days, outreach initiatives, and missions trips
 - **Benevolence & Pastoral Care Support** – Help meet tangible needs while creating pathways for spiritual transformation
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TOP ROLES & RESPONSIBILITIES

1. Missions Strategy Execution & Mobilization

- Implement Victory Church's missions strategy across local, national, and global lanes
 - Mobilize serve teams into outreach opportunities, missions trips, and serve initiatives
 - Create clear on-ramps for people to move from attendance → engagement → mission
 - Champion evangelism as a core expression of the church's identity
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2. Kingdom Builders & Lane Reporting

- Build and maintain Missions Lane Reports (Local, National, Global)
- Track:
 - Active projects
 - Partner updates
 - Wins and impact stories

- Prayer needs
 - Financial allocation and outcomes
 - Partner with Executive Leadership to ensure alignment, clarity, and accountability
 - Regularly communicate impact to staff and congregation
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3. Local Outreach & Community Impact

Lead and coordinate outreach initiatives addressing key regional needs:

- **Mental Health**
 - Partner with counseling resources and future Wholistic Health Center initiatives
 - Support programs addressing anxiety, addiction, and isolation
 - **Foster Care & Adoption**
 - Build partnerships with organizations like 4KIDS
 - Recruit and support foster/adoptive families
 - **Food Insecurity**
 - Coordinate food distributions, mobile outreach, and partnerships
 - Support programs serving working families, children, and seniors
 - **Housing Support**
 - Help facilitate rent assistance, transitional support, and partnerships
 - Connect individuals to practical resources and next steps
 - Lead Go Love Days and community outreach events
 - Ensure outreach is both practical and spiritually intentional
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4. Missions Trips & Global Engagement

- Plan, coordinate, and execute missions trips (local, national, international)
 - Recruit, train, and pastor participants before, during, and after trips
 - Build relationships with global partners (OneHope, Living Water, EQUIP, etc.)
 - Support Victory's vision for global reach in key regions (U.S., UK, Africa)
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5. Benevolence & Pastoral Care Support

- Oversee and administer benevolence requests and processes
 - Work with pastoral staff to care for individuals and families in crisis
 - Ensure benevolence is handled with:
 - Wisdom
 - Compassion
 - Accountability
 - Help connect individuals to long-term support, not just short-term relief
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6. Event & Initiative Coordination

- Coordinate logistics and execution for:
 - Outreach events
 - Serve days
 - Missions-focused Sundays
 - Kingdom Builders moments

- Work cross-functionally with Communications, Production, and Creative teams
 - Ensure events are organized, well-communicated, and impactful
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7. Leadership Development & Team Building

- Recruit, train, and develop missions volunteers and leaders
 - Build teams that reflect:
 - Ownership
 - Compassion
 - Spiritual maturity
 - Create pathways for leadership development within missions
 - Foster a culture of generosity, urgency, and Kingdom impact
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QUALIFICATIONS

- Strong and growing relationship with Jesus Christ
 - Deep alignment with Victory Church's mission, vision, and values
 - Experience in ministry, outreach, nonprofit, or project coordination preferred
 - Strong organizational and leadership skills
 - Ability to manage multiple projects and partnerships simultaneously
 - Strong communication and relational skills
 - Heart for evangelism, outreach, and serving people
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QUALIFICATIONS SUMMARY

A mission-driven, highly organized leader with a pastoral heart and a bias for action. Passionate about mobilizing people, solving real-world problems, and creating opportunities for life transformation through the Gospel.

SUCCESS LOOKS LIKE

- Increased church-wide participation in outreach and missions
- Clear, measurable impact across local, national, and global initiatives
- Strong, healthy partnerships producing real results
- Well-executed outreach events and missions trips
- People not just served—but transformed
- The church actively living out its mission beyond Sunday