



CHURCH OF THE RESURRECTION

Job Description **Missions and Outreach Manager**

Date: 6/22/2026

Supervisor: Fr. Matt Woodley

Staff Teams: Missions

Status: Part-time, 15 hours per week

Role: Administratively supports global and local missions teams at Rez.

SKILLS

1. Attention to Detail
2. Systems Builder
3. Organized
4. Administrative
5. Communication skills (both verbal & written)
6. Technologically competent
7. Collaborator

JOB DUTIES

FR. MATT'S ASSISTANT

- Attend and take notes for meetings with Fr. Matt upon request.
- Maintain a weekly to-do list.
- Assist Fr. Matt with email organization and occasionally draft/send on his behalf.
- Manage Fr. Matt's calendar as needed Assist Fr. Matt with written communication as needed.
- Order office items (e.g. books, office supplies, vestments).
- Assist with technology and office supply upkeep as needed.

PREACHING & CLERGY SCHEDULING

- Schedule Sunday morning preachers, celebrants, and deacons and maintain the schedule in CCB and the Official Planning Doc.
- Assist with scheduling the Bishop to preach and celebrate at Rez.
- Communicate with clergy about schedule changes, out-of-town dates, and logistical items (e.g. special services, baptisms, Christmas and Holy Week scheduling).
- Update the preaching schedule with lectionary readings and sermon series.

SUNDAY MORNINGS

- Organize outreach gifts for guests for Christmas and Holy Week services.
- Coordinate missions-related events 1-2 Sundays/month.
- Coordinate Sunday morning announcements with Global Partners when they visit.

GLOBAL MISSIONS

- Schedule and attend Global Mission Team (GMT) meetings (1 per month, weekday evening).
- Update monthly global partners' prayer requests and create GMT meeting agendas.
- Assist with development and planning of annual Good Friday Gift and communication to the vestry and congregation.
- Run Good Friday Gift collection (generally Feb-Apr).
- Host receptions and assist in coordinating housing/rides for visiting global partners.
- Manage & update global missions table in the narthex and the global missions wall in All Saints Chapel and the narthex.
- Update the global missions webpage as needed.
- Assist with clergy travel arrangements to visit global partners as needed.
- Assist with connecting parishioners with missions and outreach opportunities.

LOCAL MISSIONS

- Support team leaders of missions ministries (Baby Bank/Sanctity of Life team, World Relief, Prison Ministry, Alpha) by organizing events.
- Support the Baby Bank director with organization and purchasing of supplies.
- Assist with development and planning of annual Advent Gift and communication to the vestry and congregation.
- Run Advent Gift collection (generally Nov-Jan).
- Manage & update local missions table(s) in Narthex and webpage as needed.

MISSIONS BUDGET

- Track receipts and spending for missions budget lines.
- Handle reimbursements for ministry volunteers.
- Assist in annual budget planning, including updating support levels for global partners according to missions policy.

COMMUNICATIONS

- Collaborate with the Communications Director to plan and execute all website, print, and bulletin communications for local and global missions.
 - Use relevant graphic design software, such as Canva and Adobe.
 - Occasionally draft blog posts and announcements for missions events and topics.

SCHEDULING AND EVENTS

- Manage all reservations for missions-related events in CCB.
- Communicate facility and tech setup needs with Facility Manager and Production Manager.
- Oversee the set-up and tear-down of all missions events.
- Organize and purchase supplies for local and global missions events.

This job description is intended to represent key areas of responsibilities; specific assignments may vary from time to time, and other duties may be assigned.

Fair Labor Standards Act (FLSA)

Status: Non-exempt (part-time)

Duties: Administrative

Non-Exempt (part-time) = Overtime is paid.

This position is a part time salaried position with expected hours per work week as stated above. Job responsibilities are expected to be completed within the expected hours. It is the joint responsibility of the employee and supervisor to prioritize tasks so that the expected hours are not exceeded in any work week. In the event of exceptions, extra hours worked during a work week will be paid at the normal hourly rate, and hours worked more than 40 hours during a work week will be paid at a total of one and one half times normal hourly pay.

Americans with Disabilities Act (ADA)

Job Performance Requirements:

- Received undergraduate degree level of education preferred.
- Frequently work weekends.

- Must be able to sit in a stationary position for 50% of the time.
- Occasional kneeling or reaching to gain access to supplies.
- Frequently operate a computer and other office productivity machinery, such as a
- calculator, copy machine, and computer printer.
- Occasional overtime hours.
- Frequently communicate with people (parishioners, staff, etc.) who have inquiries about
- sermons, service events, projects, etc. Must be able to exchange accurate information in these situations.
- Identify material from a computer with a 13in screen.