



First Presbyterian Church  
Bakersfield, California  
**Position Description**

**Position Title: Director of Missions**

(rev. 10/21)

*(Note: Statements in this description are intended to reflect, in general, the duties and responsibilities of this position and are not to be interpreted as all inclusive.)*

**Basic Foundation:**

The Director of Missions at First Presbyterian Church serves as the primary staff person responsible for strengthening the Missions ministry among our membership. Working in conjunction with the Pastoral Staff and Missions Committee, the Director is tasked with encouraging, empowering and facilitating the congregation in its ongoing effort of “inviting people into meaningful life through... blessing the world.” This will be accomplished by working within a ministry plan developed in collaboration with the Pastoral Staff and Missions Committee.

**Nature and Scope of Responsibilities:**

This team member will direct the local and global mission endeavors and initiatives of First Pres. The Director will seek to maintain and grow existing partnerships; help discern and identify possible new mission opportunities; and serve as a bridge between the congregation, missionary partners, programs and activities.

The position is full-time with an expectation of regular office hours, including hours on Saturday and Sunday as required to support mission-related activities and to participate in the life of First Pres. The Director will attend scheduled staff meetings, Mission Committee meetings and report directly to the Senior Pastor.

**Primary Job Functions:**

- Attend and prepare action reports for Missions Committee meetings.
- Enhance participation in mission teams within our congregation.
- Establish effective relationships with the staff and serve as the liaison between the staff and the Missions Committee to ensure shared goals, vision, and effective planning.
- Initiate and/or maintain ongoing relationships with current missionary partners, organizations, and local churches.
- Be the “champion” for First Pres’ missions in both the congregation and in the greater Bakersfield community.
- Initiate, plan, and organize opportunities for congregation members to engage in missions work both locally and globally.
- Provide missions-related training and orientation to the greater church body.
- Assist the Missions Committee in financial planning, budgeting and focusing the church’s missional vision.
- Maintain mission information on the church website, updating as necessary.
- Other duties as requested by the Senior Pastor and/or the Missions Committee.

Inviting People into Meaningful Life Through Knowing Christ,  
Loving One Another and Blessing the World.



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**Qualifications:**

1. Bachelor's degree strongly recommended.
2. Some ministry or missions experience.
3. Sense of call to local missions and mission mobilization.
4. Awareness of missiology and evangelism.
5. Agreement with Essentials of Faith of the Evangelical Presbyterian Church.
6. Willingness to become a member of First Presbyterian Church.
7. Excellent organizational and interpersonal skills.

**Essential Skills and Abilities:**

- **Communication** – Clear and timely communication will assure success in this position. The person will possess the ability to write and speak in a manner that encourages participation and engagement among a diverse spectrum of people.
- **Adaptability/Flexibility** – The ability to effectively manage change and uncertainty, cope well with stress and pressure, be patient, and maintain a positive outlook will assure success in this position.
- **Teamwork** – Working with staff and committee members to achieve desired outcomes, seek input from others and build relationships that will help to empower the congregation to better bless the world.
- **Education** – Some seminary experience or Bible classes relevant to missions (i.e. *Perspectives*) or prior missions experience, as applicable.
- **Technology** – Comfortable working in Microsoft Office software, including Word, Excel, and PowerPoint.

**Other:**

The working environment will be divided between an office setting (with work taking place in churches and event spaces) and in the field (participating in both global and local mission projects); some physical activity will be necessary for tasks such as event set-up, delivering items to agencies or individuals, and participation in outreach events or mission trips.

Please email resume and 3 references to:

[info@fpbchurch.com](mailto:info@fpbchurch.com)

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