

MISSIONS COMMITTEE JOB DESCRIPTION

For the local Assembly of God

Purpose

The Missions Committee shall have the general oversight of promoting and coordinating all 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

The Missions Committee is authorized by the Official Church Board and is amenable to the Pastor and the Board.

The Pastor will serve as chairman of the Missions Committee or he may, at his choice, assign that responsibility to another committee member.

The Missions Committee will be comprised of no less than five nor more than seven members. At least one representative from the Official Board will be included in that number.

Committee assignments, such as, secretary, etc., may be named by the Committee as necessary.

Selection of Committee Members

The Official Board representatives will be selected by the members of the Official Board.

All other members will be nominated by the Missions Committee members and ratified by the Official Board.

Length of Term

Committee members should be willing to serve for three years. They may serve additional terms when recommended by the committee and ratified by the Official Board.

Qualifications for Committee Members

All committee members should meet the following qualifications:

1. They must be active members in the local assembly.
2. They must 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 for serving except as it relates to church membership.
4. Each committee member should be willing to devote no less than six to eight hours monthly to prescribed duties.
5. They must be of a cooperative spirit, willing to follow as well as lead.

6. Finally, each Missions Committee member must manifest a love for the lost in general and a special attraction to missions in particular. 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 decisions for the disbursement of missions funds if they are not themselves generous givers to that fund.

Duties of the Missions Committee

The Missions Committee members will be responsible to carry out the following duties:

1. They will attend monthly committee meetings where they will review missionary correspondence, making note of requests for both financial and prayer assistance and will, when appropriate, share these needs with the congregation.
2. They will administer all missionary funds given to the local church, except those funds given to the departments for their missionary programs (STL, BGMC, etc.).
 - A. They will determine what missionaries and projects will be supported and the amounts that will be given.
 - B. They must act responsibly in making monthly commitments to missionaries for support, knowing that the missionary must depend on this monthly pledge for his complete term of service (usually four years).
 - C. They will assure that missions commitments are disbursed monthly and that an accurate record is kept of all expenditures and receipts of all missions funds.
3. They will maintain the necessary communication with the missionaries on the support list.
 - A. They will keep a current file on each of these missionaries.
 - B. 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 deputation ministry).
4. They will be responsible for planning and conducting an annual missions convention and receiving faith promises.
5. They will plan other special missions emphasis as needed.
6. They will cooperate with the pastor in the scheduling of missionary speakers throughout the year.
7. They will be responsible for promoting missions each month in a morning worship service designated by the pastor.
8. They will maintain an active missions bulletin board and current certificates and photographs for all the missionaries and ministries supported.
9. They will assist all groups, within the local congregation, in promoting their missions emphasis such as Boys and Girls Missionary Crusade (BGMC), Speed the Light, Light for the Lost, and Women's Ministries.
10. They will make every effort to attend District and DFM sponsored events such as the DFM Fly-Ins, etc.
11. They will assist the pastor, as requested, in any other activities that will enhance the spirit of missions within the local congregation.