

Ministry Assignment

General Administrative Assistant (v0.3)

*A **Ministry Assignment** is not a contract but a description of mutual expectations. It can be updated as needed. At the end of this assignment's effective dates, it will be reviewed in depth before renewal.*

Synopsis: The person in this position is responsible to assist the Director of Mobilization increase the number of prayers, senders and goers through data, project and event management and to help the Directors of Missionary Staff and of Mission Operations lead effectively through Managing process and tasks.

Time Period Covered by this Assignment: February 1, 2025 through December 31, 2026. Renewable after review.

Reports to: Director of Mobilization until the Director of Missionary Staff is fully onboarded.

Works closely with: Mobilizers, Directors of Missionary Staff and of Mission Operations, Executive Assistant, Personnel Coordinator

Location & Travel: Based in Columbus. Limited travel.

Job Type: Non-exempt, non-ministerial. Part-time, starting at 10 hours per week. Work from home until a physical office is established, then combining in office and from home as approved.

Responsibilities: The person in this role is responsible for:

1. Assist the Director of Mobilization and the Mobilizers increase the number of prayers, senders and goers.
 - a. Manage records of Mobilization contacts, including record set-up, data entry, updates and maintenance.
 - b. Manage regular Mobilization reporting.
 - c. Assist in regular communication with contacts.
 - d. Assist in administrating Mobilization events, including planning, registration and follow up.
2. Assist the Directors of Missionary Staff and of Mission Operation as assigned.
 - a. Fulfill assigned tasks including research, office management, and communication.
 - b. Assist in managing appointments
 - c. Assist in managing physical resources.

Qualifications: To perform this role successfully, an individual needs the following knowledge, competencies, and experience:

1. A sincere love for global missions and a desire for life investment in the Great Commission.
2. Strong written and verbal communications skills.
3. High attention to detail and accuracy, with a propensity toward completion of processes.
4. Skills in assisting in project management.
5. Proficiency in Microsoft's Outlook, Word, and Excel and ability to learn new programs.
6. Ability to independently organize and execute multiple recurring processes in a timely manner.
7. Ability to take initiative and self-direct while at the same time to accept direction and seek to learn.

Mutual Expectations

The leaders and staff of Encompass World Partners agree to these standards of conduct and accountability:

1. **Integrity.** We commit to serve Christ, the Encompass team, our sending churches, and the people to whom we minister in a manner consistent with the vision, values, goals, and high levels of integrity that characterize Encompass.
2. **Doctrine.** We agree with the doctrinal statements in Sections 1 and 2 of the Charis Commitment to Common Identity. To the extent that ministry with Encompass requires teaching or discipleship, we commit to do so in a manner consistent with the Charis Commitments summarized in the CCCI Section 3. We will also respect the convictions of the churches where we serve, should such churches exist.
3. **Behavioral Expectations.** We agree to operate within the organizational principles, policies, and procedures of Encompass, as such may change from time to time. We agree to abide by the Behavioral Expectations as outlined in the Employee Handbook.
4. **Accountability Structures:** We agree to submit to the accountability and leadership structures of Encompass, recognizing that our leadership is committed to transparent communication, and to apply its policies and procedures in a fair and biblical manner. We will use appropriate channels to make suggestions and to follow biblical principles in resolving disagreements.
5. **Continual Improvement.** We commit to forming part of a learning community, striving continually toward growth and greater fruitfulness.
6. **At-Will Employment.** This Ministry Assignment is to clarify understandings between Encompass and the employee. It is not intended to be a legally enforceable contract. Therefore, employment can be terminated by the decision of either a staff member or the leadership of Encompass, subject to the applicable policies and procedures in force at the time of separation. We recognize that as a religious organization, Encompass is not included in state or federal unemployment insurance plans.
7. **Risk.** We accept that international travel and ministry involve significant risks, which we will seek to manage through appropriate policies and practices. We commit to follow organizational policies and procedures designed to mitigate risks, and to release the Board of Directors and leadership from any and all liability which arises from assuming those risks.
8. **Fiscal Responsibility.** We commit to being effective stewards of the financial resources God entrusts to us, which include the creation of appropriate budgets and support levels. Staff required to raise support assumes the responsibility to develop and maintain gift income sufficient to meet their ministry budgets.
9. **Covenant of Spiritual Unity.** We subscribe to the following covenant:
We affirm the indispensable nature of unity for the accomplishment of our mission. We embrace the reality that unity reflects the nature of the Triune God and is essential to the Body of Christ on earth. We understand that through our unity God is revealing truth about Himself to the world (John 17:20-23). Before God I solemnly commit to pursue biblical unity in my personal and ministry relationships.

I commit to live by this covenant of spiritual unity, and these standards of conduct and accountability:

Signature

Date