



Job Title: Global Missions Trip Coordinator

Department: Global Missions

Reports To: Global Missions Pastor

Classification: Part Time – 25 Hours Per Week / Ministry Staff

Revision Date: May 2026

Summary

The Global Missions Trip Coordinator supports the mission and vision of Compass Global Missions by helping coordinate global mission experiences, supporting volunteer teams, assisting with educational environments, and helping the church engage meaningfully in global discipleship. This role focuses primarily on implementation, volunteer support, communication, and logistics while working under the leadership and direction of the Global Missions Pastor. The Coordinator helps create meaningful opportunities for people at Compass to grow in their understanding of God’s global mission and participate faithfully in what God is doing around the world.

Essential Duties and Responsibilities

Global Missions Ministry Support

- Understands, supports, and helps advance the vision of Compass Global Missions.
- Works collaboratively with the Global Missions Pastor, staff, and volunteer teams to support the overall health and effectiveness of the ministry.
- Supports major Global Missions events and initiatives through preparation, participation, and practical leadership.
- Assists with administrative tasks, communication, scheduling, ministry coordination, and ongoing operational support.
- Helps maintain healthy ministry systems and clear communication across teams while operating effectively within multi-site church realities.
- Performs other ministry responsibilities and assignments as directed by the Global Missions Pastor.

Global Experience Support

- Assists in coordinating Global Mission Trips, managing logistics, communication, timelines, registrations, preparation, and financial coordination.
- Helps recruit, onboard, develop, and encourage volunteer trip leaders.
- Assists with training environments for trip participants and leaders.

- Helps ensure trips are spiritually healthy, well-organized, and aligned with Compass values.
- Supports post-trip follow-up and debrief processes.
- Assists the Global Missions Pastor in creating meaningful discipleship experiences through Global Mission Trips.

Global Education & Communication

- Assists with Global Education environments and experiences by coordinating schedules, communication, materials, and volunteer support.
- Helps capture stories, testimonies, and media that communicate global impact and engagement.
- Helps create simple pathways for people to engage in global discipleship.
- Supports communication and promotional efforts connected to Global Missions to inspire prayer, generosity, and participation.

Volunteer Team Support

- Encourages and supports volunteer team leaders with relational maturity, encouragement, and care.
- Helps coordinate volunteer communication and scheduling while assisting in maintaining healthy volunteer systems.
- Helps create clear expectations and organization for volunteer teams to build healthy, organized, and missionally effective volunteer-led environments.

Ministry Collaboration

- Assists with communication and coordination between Global Missions and other Compass ministries.
- Helps support practical pathways for children, students, and adults to grow in global awareness and engagement.
- Participates in required Global Missions meetings and ministry planning environments.

Qualifications

- Growing relationship with Jesus Christ and alignment with the beliefs and values of Compass Christian Church.
- Passion for global missions, discipleship, and the local church.
- Strong administrative and organizational abilities with the capacity to manage details, timelines, and multiple projects effectively.
- Strong verbal and written communication skills.
- Proficiency with computers, communication platforms, shared digital tools, and ministry software.

- Experience working with volunteers and teams is preferred.
- Ministry or cross-cultural experience is preferred.
- Willingness and ability to participate in international travel connected to Global Mission Trips is preferred.
- Bilingual ability, particularly Spanish, is a strong plus.

Knowledge, Skills, and Abilities (KSAs)

- **Cross-Cultural Competency:** Demonstrates humility, adaptability, and cultural sensitivity in cross-cultural environments.
- **Problem-Solving & Flexibility:** Demonstrates flexibility and problem-solving ability in dynamic ministry and travel environments.
- **Financial Integrity:** Demonstrates complete integrity in handling finances and managing confidential information.

General Staff Expectations

- Works to maintain a healthy work-life balance that honors both family and calling.
- Attends required staff meetings and ministry meetings as directed.
- Maintains flexible working hours, including evenings and weekends, when ministry responsibilities require.
- Is available to support major Global Missions events and ministry initiatives.
- Represents Compass Christian Church with professionalism, humility, and Christlike character.

Work Environment

- This position is primarily office-based and involves sedentary work within the church building.
- Frequent interaction with volunteers, church participants, and other ministry staff.

Physical Demands

- **Sitting/Standing:** Requires approximately 85% sitting and 15% standing or walking.
- **Movement:** Occasional stooping, crouching, and reaching are required.
- **Lifting:** Occasional lifting, carrying, pushing, or pulling of objects weighing up to thirty pounds.
- **Sensory:** Regular talking, hearing, and seeing are required.

Disclaimer

This description reflects the current responsibilities of this position and may be updated as the ministry grows and evolves.

Acknowledgement of Essential Functions

This ministry description has been reviewed with me and I understand that this is my current ministry description as of the date signed.

Employee Signature: _____ **Date signed:** _____

Employee Name (printed): _____