 <p data-bbox="407 197 691 338">THE <i>Southern</i> METHODIST CHURCH</p>	<p data-bbox="764 149 1406 327">Pastor Greg Williams Vice-President, Eastern Annual Conference Chairman, Board Committee on Foreign Missions of the General Conference Board of Administration (GCBOA)</p>
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May 8, 2017

To the Southern Methodist Churches

Greetings to our Brothers and Sisters in Christ.

Our Foreign Missions Director Marvin Clark will be retiring effective July 31, 2017. We appreciate his ten-plus years of service in this capacity. It becomes our responsibility as the GCBOA Committee on Foreign Missions to hire a new Foreign Missions Director. *The Southern Methodist Discipline*, ¶468, states in part:

The General Conference Board of Administration Committee on Foreign Missions shall be responsible for making recommendations to the General Board of Administration on all matters relating to missionary endeavor, including the recruitment and employment of missionary administrators and other personnel.


To accomplish this task, we are seeking capable, steadfast candidates. Our emphasis in Foreign Missions is to reach the unreached people groups of the world, where there is no Christian witness, with the gospel of Jesus Christ. God has given the Southern Methodist denomination its place of service in His great plan of redemption for the world. We want a Foreign Missions Director who will earnestly work toward seeing this vision realized.

Attached is an application and a job description. The documents will also be available on the Southern Methodist Church web site. If the Lord leads you to apply for this position please complete your application by May 31. The GCBOA Committee on Foreign Missions will evaluate the applicants and proceed.

Please let me know if you have any questions.

Sincerely yours,

Pastor Greg Williams

 <p data-bbox="454 157 706 283">THE <i>Southern</i> METHODIST CHURCH</p>	<p data-bbox="1023 115 1226 147">Job Description</p> <p data-bbox="1031 189 1218 220">Position/Title:</p> <p data-bbox="901 262 1339 304"><u>Director of Foreign Missions</u></p>
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Function/Description/General Responsibility:

- The book TO THE REGIONS BEYOND will serve as the official handbook and procedural manual of Southern Methodist Foreign Missions.
- Have a good understanding of contents of TO THE REGIONS BEYOND in order to develop and maintain a good relationship with foreign missions department
- Serve as an assistant to the President of the Southern Methodist Church in the area of foreign mission work.
- Promote support of and involvement in foreign mission work among our churches and members.
- Provide resources for increasing understanding of foreign missions by our membership.
- Direct, coordinate, and oversee the foreign missions work of the Southern Methodist Church
- Be employed by the General Conference Board of Administration (GCBOA) upon the recommendation of the Board Committee on Foreign Missions.
- Salary and benefits shall be determined by the GCBOA.
- May be terminated by the GCBOA at any time at the recommendation of the GCBOA Board Committee on Foreign Missions.

Responsibilities/Duties:

1. Oversee short and long-term planning for the foreign missions program under the direction of the GCBOA Board Committee on Foreign Missions.
 - Develop budgets and track income and expenditures. Report the status to the churches and alert them of special concerns as necessary.
 - Develop, publish, and maintain policies for the various for the various aspects of missionary life and activities.
 - Define the relationship of the current missionaries' activities to the goals and purposes of the fields on which they serve and the agencies with which they are affiliated. Compile and maintain list of needs on those and other fields.
 - Guide in setting up appropriate field structure for missionaries sent out without other sending agencies.
 - Assure an adequate structure of support for the missionaries, either through sending agencies as applicable or through special arrangements as a denomination mission entity.

2. Facilitate the relationship between member churches and missionaries.
 - Establish and maintain a system for reporting missionary activities on a regular basis. Coordinate missionary article submissions to The Southern Methodist.

- Assure that missionaries receive denomination and annual conference newsletters, annual conference journals, pastors' school materials, etc.
 - Maintain and regularly update a supply of prayer reminder cards.
 - Assure the distribution of contribution reports to the missionaries.
 - Aid as necessary in the production and mailing of missionary prayer letters.
 - Compile, maintain, and make available to the churches a list of special needs of the missionaries and their families.
3. Provide encouragement and accountability for missionaries.
- Serve as pastor to all missionaries.
 - Visit the missionaries on the field regularly.
 - Set up means for regular communications with the missionaries.
 - Receive regular reports of activities from the missionaries. Assure proper oversight by sending agencies if applicable.
 - Assure that proper medical and emotional support is available if needed.
 - Establish and maintain means to touch base with children in the States for school and family members whose well-being may give the missionaries concern.
4. Promote participation in foreign missions among member churches and provide resources.
- Assist churches in establishing regular mission conferences to increase interest and knowledge of missions.
 - Serve as a denominational contact concerning plans for short-term mission trips.
 - Develop and maintain contact with various sending agencies on opportunities for short-term service.
 - Develop resources for team building and short-term ministry preparation.
 - Assist as necessary in mission-trip logistics.
5. Recruit, encourage, and advise missionary candidates.
- Assure that the need for foreign mission work is presented to youth and other church members. This is to be done personally, through visiting missionaries and through the pastors, youth leaders, and camp directors of the churches and annual conferences.
 - Upon learning of a decision by a person to commit his life for the mission field, send to that person a preliminary questionnaire for missionary service.
 - Help the missionary candidate identify an unreached people group to whom he/she might minister.
 - Develop and maintain contact with various sending agencies to be able to help the candidate in missionary placement.
 - Frequently communicate with missionary inquirers in order to determine when they are prepared to formally apply for missionary service. As full preparation approaches, request a formal application for missionary candidacy.
 - Assure that the candidate receives adequate evaluation for suitability as a missionary.
 - Assist the candidate in the application process to a sending agency, if one is to be used.
 - Assist the candidate in raising support. Present the candidate to those pastors and officers in the denomination who can best assist in this task.

Qualifications/Requirements:

- Educational: The Missions Director candidate must have post-secondary education credentials. The candidate should understand current philosophies and goals that exist on various mission fields throughout the world.
- Experience: The Missions Director candidate must possess enough maturity and stability to gain and maintain the respect of denominational leaders, the missionaries, and the constituency of the denomination.
- Personal: The Missions Director candidate shall be a committed Christian with strong communication skills, leadership gifts, and management ability. The Missions Director candidate must be an active member of a Southern Methodist Church or an Annual Conference of The Southern Methodist Church, and must have a lifestyle that conforms to the requirements of a minister of The Southern Methodist Church.

Relationships

- Authority: The Missions Director will have the authority to manage the office of Foreign Missions.
- Supervision: The Missions Director shall be accountable to the GCBOA Board Committee on Foreign Missions for ministry performance and shall coordinate all work with the Chairman of the GCBOA Board Committee on Foreign Missions. The Missions Director shall meet regularly with the President of the Southern Methodist Church as the President meets with all heads of departments, boards, and committees.

I acknowledge that I have read and understand the Job Description.

Signed

Date



THE
Southern
METHODIST
CHURCH

APPLICATION
FOR
DIRECTOR OF FOREIGN MISSIONS

FORMAL APPLICATION – PLEASE PRINT.

Date: _____

Full Name _____

Present Address _____

How long? _____ Email Address _____

Phone Number (H) _____ (C) _____

Please give the full name, address, and denominational affiliation of the local church of which you are a member:

How long have you been a member? _____

Who is the current pastor? _____

Date of Birth _____	<u>Marital Status: (Circle One)</u> Single Engaged Married Widowed
Place _____	Divorced Divorced and Remarried
Present Citizenship _____	Spouse's name _____
If naturalized, when _____	Ever Divorced? _____
Where _____	Spouse's church affiliation _____
Social Security Number _____	NOTE: If either the applicant or their spouse has divorce in their background, the provisions of ¶602 of the <i>Discipline of the Southern Methodist Church</i> apply.

Dependents: Name	Age	Gender

Health: Are you in good health as to be able to carry out the duties of this office? _____

Please list any physical problems or health conditions experienced in the last five years.

Is there any health issue that would hinder you from traveling overseas on a frequent basis? Explain.

Financial Obligations: Are you presently meeting your financial obligations? _____

If the answer is NO, please give an explanation on a separate sheet of paper.

Have you ever declared bankruptcy? _____

Are you currently under litigation regarding any financial situations? _____

Are there any existing conditions which would cause you unusual financial expenditures? _____

Examples: continuing family illness treatments dental conditions disability medication

Circle any that apply

Please list your present financial obligations:

Mortgage	Monthly Payment:	Balance:
Car Payment	Monthly Payment:	Balance:
Credit Card	Monthly Payment:	Balance:
Other	Monthly Payment:	Balance:
Other	Monthly Payment:	Balance:

Education (must have a high school diploma, or equivalent). List all schools attended beyond high school.

Name of School Major Minor Dates Attended Degree

Employment and Secular Experience

Employer		
Address		
Types of Work		
Dates		
Reasons for Leaving		
Supervisor		

Character References. Please provide the name and address of four character references (outside of immediate family) who have known you for five years or more and who may be contacted concerning your qualifications for service.

Name	Relationship	Contact Information

Ministry References. Please provide the name and address of four ministry references (outside of immediate family) who have known you for five years or more and who may be contacted concerning your qualifications for service.

Name	Contact Information

Credit References. Please provide the name and address of three credit references who may be contacted.

Name	Contact Information



THE
Southern
METHODIST
CHURCH

APPLICATION
FOR
DIRECTOR OF FOREIGN MISSIONS

REQUIREMENTS FOR APPLICANTS

- All applicants must submit a written essay (500 words or less) describing their understanding and philosophy of, and vision for foreign missions.
- All applicants are required to sign the Southern Methodist Statement of Belief, indicating agreement with all our doctrines and the current *Discipline*.

Statement of Belief: I affirm my belief in the doctrines of the Southern Methodist Church as stated in the current *Discipline*. This is in accordance with conference requirements that all ministers, missionaries, and college instructors who teach Bible affirm belief in these doctrines and support them.

Signed: _____

- All applicants must be willing to give all information necessary for the Search Committee, the General Conference Board of Administration (GCBOA) Board Committee on Foreign Missions, and the GCBOA.
- All applicants must give written consent to the General Conference Board of Administration (GCBOA) Board Committee on Foreign Missions to permit a credit and criminal background check by a reputable organization.

Release for Credit, Criminal Background, and Character Checks: I hereby give my permission to conduct or have conducted by a reputable organization credit, criminal background, and character checks.

Signed: _____

Certification and Release for Employment References: I hereby certify that I have listed all employers (secular and church) and that all job-related supervisors listed are those to whom I was amenable. I hereby authorize the Search Committee to contact supervisors concerning this application.

Signed: _____

Prepare and submit this application with a current resume, required essay, and any explanations requested in the application to:

**Search Committee
Southern Methodist Foreign Missions
541 Broughton Street
Orangeburg, SC 29115**

Signed

Date