Role/Job Description
Deacon to Global Missions Commission (GMC)
Crosstown Covenant Church
2018

1. Serve as liaison to Church Council
   Attend the bi-monthly 7pm Council Meetings ~ Feb, April, June, August, Oct, & Dec
   Serve with support & collaboration from the Elder overseeing the GMC

2. Facilitate and chair the monthly GMC meetings ~ ideally 4 or 5 members in addition to the Deacon & Elder
   Date and time arranged at member's convenience
   Prepare & send out preliminary agenda ahead of time to request additions from members
   Delegate recording secretary who will record & send minutes to members after the meeting

3. Coordinate each GMC member who will be responsible for individual missionaries on our support list
   Oversee GMC communication between commission members & "their" respective missionaries, birthday communication from commission, & monthly Minute4Missions

4. Facilitate healthy communication, beginning and ending meetings with prayer
   Encourage open & direct group discussion in meetings as opposed to expressing concerns to each other individually outside of meeting times
   Meet socially ~ eg. Christmas season or summer gathering

5. Facilitate visits to Crosstown Covenant Church from missionaries we support when they are in the US
   Assist in coordinating with Pastor a time for missionaries to share in the service
   Arrange to take missionaries out to lunch after church if their schedule allows

6. Receive requests for support from missionaries not already under our financial support
   Consider if appropriate, and decline most requests if yearly budget is at capacity
   When deemed appropriate, arrange presentations of those missionaries seeking support during the first 20 minute of a monthly meeting

7. Preparation of Church Budget each Fall:
   Guide GMC members to pray, recommend & make decisions in accordance with our "Missionary Financial Support Policy" & "Non-Covenant Missionary Financial Support Policy" for the next year's budget
   Submit proposed budget to Finance Commission by October 31
   When necessary, write letters to missionaries informing them of possible changes in their support amount for the coming year

8. Write the GMC report for the Annual Congregational Meeting in January

9. Communicate via postal service with each missionary regarding their final support amount for the new year ~ to be done in January after the Congregational Meeting accepts the new budget

10. Collaborate with Office Manager in setting up the payment schedule for the missionaries we support each January after the Budget has been finalized ~ support is sent during the year from & by the CCC office