

# DISCIPLE-MAKING TEAM LEADER POSITION DESCRIPTION

(Updated 1/29/2018)



<b>Division / Department</b>		Field Ministry			
<b>Location</b>		Work from Home			
<b>Job Title</b>		<b>MISSIONARY, DISCIPLE-MAKING TEAM LEADER (DMTL)</b>			
<b>Reports to</b>		Director of Global Operations			
<b>TYPE OF POSITION</b>					
<b>X</b>	<b>Full-time</b>		<b>Partner-funded</b>		<b>Salary</b>
	<b>Part-time</b>		<b>Self-funded</b>		<b>Hourly</b>
				<b>Contractor, Temporary</b>	<b># Hours weekly</b>
<b>GENERAL DESCRIPTION</b>					
<p><u>Overview</u></p> <ul style="list-style-type: none"> <li>The Disciple-Making Team Leader is typically part of a two-person team (Disciple-Making Team Coordinator and Disciple-Making Team Leader) that organizes and leads disciple-making missionary journeys. Together, they provide vision, oversight and leadership to the missionary journey, splitting tasks according to their gifting. Their responsibilities include sight selection, field preparation, team enlistment and orientation, coordinating logistical and administrative aspects of a journey, field leadership, field assistance, ministry to the team, interaction with national leaders, and post missionary journey accounting, evaluation and follow-up.</li> </ul> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> <li>Specific tasks on any given missionary journey are to be decided between the DMTL and the DMTC.</li> <li>If full time, and this is primary role, co-lead up to 4 journeys per year, plus a significant other role on NLGM Operations Team. If primary role is not the DMTL role, then Director of Global Operations determines number of journeys.</li> </ul> <p><u>Pre-Missionary Journey</u></p> <ul style="list-style-type: none"> <li>Assist in preparing a proposal and budget.</li> <li>Recruit Team members and review applicants.</li> <li>Work in cooperation with NLGM Communication/Logistics Departments for journey brochures, materials and tools, VISAS, Field Manual information, etc. (Logistics Deliverables).</li> <li>Arrange all transportation – air and land.</li> <li>Plan and co-lead orientation and training sessions.</li> <li>Make all in-country logistical arrangements such as food, water, hotel/hostel, etc.</li> <li>Request and pick up field cash.</li> </ul> <p><u>On the Field</u></p> <ul style="list-style-type: none"> <li>Shepherd the team safely to the missionary journey destination and home again.</li> <li>Assess individual team member’s missionary journey experience and make changes if necessary.</li> <li>Attend team leader meetings.</li> <li>Communicate clearly and frequently with the Disciple-Making Team Coordinator in regards to all issues that may arise on the missionary journey.</li> <li>Keep up with all financial receipts and give an accounting of finances.</li> <li>Keep up with and tally Daily Reports from the team leaders.</li> <li>Be an encouragement to the national leaders and assist them with in-country logistics.</li> </ul> <p><u>Post Missionary Journey</u></p> <ul style="list-style-type: none"> <li>Mail out Pastor letters.</li> <li>Mail out a thank you letter to team members.</li> <li>Order/secure team picture to be given out at team follow-up dinner.</li> <li>Arrange team follow-up dinner (picture party/the new-normal).</li> <li>Complete Missionary Journey Debrief.</li> <li>Complete and balance Field Cash Report per NLGM standard deadlines.</li> <li>Turn-in excess field cash (within 7 days of missionary journey).</li> <li>Troubleshoot trip finances if net cash flow is not positive.</li> <li>Other duties as assigned.</li> </ul>					

*Making Multiplying Disciples...Here, There and Everywhere!*

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## Performance Expectations

- Conducts appropriate number of missionary journeys each calendar year according to status.
  - Full-time: co-leads up to 4 missionary journeys a year, plus a role on NLGM Operations Team.
  - Part-time: number of journeys required will vary depending on hours worked; average 20 hours would be successfully co-leading up to 2 missionary journeys per year, plus a role on NLGM Operations Team.
  - Self-funded/Associate: number of journeys eligible to lead will vary depending on hours worked; average 10 hours could successfully co-lead 1-2 missionary journeys per year.
- Conducts each missionary journey according to the NLGM Missionary Journey Covenant.
- Operates as a team with the Disciple-Making Team Leader.

## WORK EXPERIENCE REQUIREMENTS

### Qualifications

- Is a New Life Global Ministries staff member.
- Complies with spiritual requirements for NLGM staff.
- Has participated in at least one NLGM missionary journey.
- Has attended NLGM Orientation for new staff.
- Has completed required NLGM training.
- Has the ability to work well with people of different backgrounds and skill levels.
- Has excellent communication skills.
- Has solid servant leadership abilities and attitude.
- Honors confidentiality.

### Spiritual Requirements

- Available, Flexible and Surrendered to the Lordship of Jesus Christ.
- Bears witness of Christ-like character in daily life by biblical definition.
- Strives to be a multiplying disciple-maker – Here, There and Everywhere.
- Be an active member in good standing of a local church.
- Agreement with the NLGM Doctrinal Statement.

## EDUCATION REQUIREMENTS

- Education or experience to align with above requirements.

## MISCELLANEOUS INFORMATION

<b>INTERVIEWED BY EXECUTIVE PANEL (2-3 PERSONS)</b>	
<b>INTERVIEWED BY DIRECTOR OF GLOBAL OPERATIONS</b>	
<b>APPROVED BY NLGM EXECUTIVE TEAM</b>	
<b>DATE HIRED</b>	