

ACTION Philippines Personnel Needs List and Job Descriptions

All ministry positions below are to be filled by self-supporting expatriate missionaries. In other words, each applicant must qualify to serve as a foreign missionary and trust the Lord for his or her financial support. The number in parenthesis represents number of positions open. Total number of missionaries needed, 35. The job descriptions can be adapted to according to the individual gifting and ministry interests of the applicant. For more information visit www.actionphilippines.org or write to take.action@actionintl.org.

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Administrative Assistant

DEPARTMENT: ADMINISTRATION

PLACE OF SERVICE: MANDALUYONG CITY, METRO MANILA, PHILIPPINES

DATE REVISED: SEPTEMBER 2009

PURPOSE OF THIS POSITION:

Working under the supervision of the Field Director, the Administrative Assistant manages, delegates or performs all the duties and functions of the administrative offices of ACTION Philippines. Maintains and organizes administrative responsibilities as given by the field administration in executive levels of operation and coordination so that each administrator can concentrate on their responsibilities. Supervises office employees. Manages the maintenance and upgrading of computers, facilities and equipment.

LIST OF RESPONSIBILITIES:

1. Maintain administrative, archival and staff personnel files for organization.
2. Analyzes routine operating practices and procedures to include personnel, record keeping, performance standards, workflow and cost reduction, equipment and supply utilization, etc., to ensure smooth and efficient office operation.
3. Coordinate and supervise the use of facilities and equipment of the Administration Office.
4. Utilization of computer using Microsoft Office.
5. Supervise the maintaining of the monthly information flow, calendar of events, ACTION Team info and the emergency information file.
6. Typing and filing of administrative job assignments.
7. Supervision of the secretaries and maintenance coordinator in the functions of their job assignments.
8. Assist Human Resources Department, maintain and update the Missionary Handbook (to troubleshoot problems in the flow of communication and information between departments and offices both internationally and locally).
9. Collect from personnel and maintain missionaries' current bio-data for administrative needs (i.e. passport or visa, car insurance and registration, medical emergencies, etc.).
10. Coordinates the purchase of Administrative Office supplies.
11. Maintain a current inventory list of equipment and furnishings of the Administrative Office. Purchase equipment when it becomes old or beyond usefulness.
12. Supervise the responsibilities of the Annual Conference Coordinator, Member Care Coordinator, Medical Emergency Coordinator, and the Special Events Coordinator.

BRIEF DESCRIPTION OF MINISTRY:

This position requires good analytical and problem-solving skills and an ability to communicate effectively both verbally and in writing. This person will maintain and organize administrative responsibilities in coordination with the Field Director, Business Administrator and Human Resources Director so that each administrator can concentrate on their responsibilities. Supervise office employees and manages the maintenance and upgrading of computers, facilities and equipment.

PREFERRED PRE-FIELD EXPERIENCE:

EDUCATION/TRAINING: Preferably college graduate. (Minimum high school or GED with 5 years experience).

BIBLE TRAINING: Prefer one year minimum Bible college training (actual in class or correspondence course credit).

EXPERIENCE: Office environment works with 2 years computer word processing and data filing experience.

LENGTH OF SERVICE: Prefer 4-1/2 year term to career commitment.

OTHER REQUIREMENTS: Completion of a pre-field missionary training course is required.

Tagalog Level 2 of 4 recommended but not required.

Administrator & Finance Officer

DEPARTMENT : Shalom Christian Birthing Home (Bahay Pa-anakan)

REPORT TO : Clinic Director

PURPOSE STATEMENT:

To glorify God, not only by presenting the Gospel as opportunity arises but in all aspects of work carried out.

RESPONSIBILITIES:

1. Finances
 - 1.1. Direct and oversee Shalom Pa-anakan computerized accounting.
 - 1.2. Provide financial reports for Clinic Director and ACTION Philippines Council (APC)
 - 1.3. Assist the Clinic Director in Project Proposal and Budget
2. Business Operations
 - 2.1. Oversee the Birthing Home property and equipment.
 - 2.2. Responsible for equipment and furniture owned by the clinic, purchase and sales, leases or contracts.
 - 2.3. Responsible for purchase, titles, insurance coverage, licensing of clinic vehicle.
 - 2.4. Responsible for communications systems and procedures: phones, fax, computers, administration memos, etc.
 - 2.5. Responsible for mail, courier, customs and shipping policies and will keep Clinic Director informed.
 - 2.6. Write and supervise Policy and procedures as assigned and approved by the APC, which pertain to the clinic administration and related matters.
 - 2.7. Responsible for clinic maintenance repairs, security locks, storage, of items.

- 2.8. Responsible for safekeeping of official documents.
- 2.9. Keep financial records for 5 years.
- 2.10. Corporate records indefinitely.

QUALIFICATION:

1. Administration experience.
2. Building projects an advantage.
3. Book-keeping experience.
4. Computer skills.
5. Bible College graduate or person who has a working knowledge of the Bible.
6. Must be called by God to work among the poor.

Tagalog Level 2 of 4 minimum required.

Assistant Midwife

QUALIFICATION : Trained Midwife

REPORT TO : Clinic Director

PURPOSE STATEMENT:

To share the gospel through ministering to the poor people specifically in providing good midwifery and medical care for the glory of God.

RESPONSIBILITIES:

1. On first visit of patient conduct interview and do appropriate history taking. Try to establish good relationship with patient.
2. Perform pre-natal and post-natal check-ups on mothers and babies.
3. Attend to the needs of the mother in labor and delivery.
4. Upon discharge the midwife should perform necessary check-ups on mothers and babies. Advice on post-natal care should be given.
5. Maintain good record keeping for all relevant information pertaining to individual health records, list of medications and treatments.
6. Attend staff meeting whenever needed.
7. Participate in patient teaching of ante-natal and post-natal care.
8. Attend seminars as off duty allows with the awareness of Department Supervisor.
9. Establish a working relationship with the pastors sharing the Gospel at the clinic.
10. Establish a working relationship with recognized medical authority (i.e. Doctors, municipal hall and related organization under the authority of the Department Supervisor).
11. Maintain good communication with the Department Supervisor, colleagues, volunteers and patients.
12. Be sensitive to the physical, emotional and spiritual needs of the patients and inform the Department Supervisor.

Tagalog Level 2 minimum required.

Assistant to Director

DEPARTMENT: ADMINISTRATION

PLACE OF SERVICE: MANDALUYONG CITY, METRO MANILA, PHILIPPINES

DATE REVISED: SEPTEMBER 2009

PURPOSE OF THIS POSITION:

A male career missionary called to serve to the glory of God by serving in administration by working as an assistant to the Field Director. Able to delegate or perform the duties and functions of the administrative offices of ACTION Philippines. Committed to the 3 distinctives of ACTION in evangelism, discipleship and development.

LIST OF RESPONSIBILITIES:

1. Assist ACTION Philippines Director in all aspects of his ministry.
2. Prepared to travel and work a variety of hours.
3. Do research, make phone calls, follow-up on contacts.
4. Do daily blog of Director's activities.
5. Keep Philippines missionaries up-to-date on Director's activities.
6. Coordinate and watch carefully Director's duties, daily/weekly/monthly schedule.
7. Assist with Director's correspondence.
8. Assist with Director's correspondence to International Director, Regional Coordinators, and leaders of ACTION.
9. Proof reads and assists in writing reports written by Director.
10. Accompany Director to all meetings and take notes of meetings and do articles and reports as requested from information gathered.
11. Participate in all ministries of the Director.
12. Gather important information on the team such as anniversaries, graduations, travel, furlough plans, conferences both local and international.
13. Work with field Council secretary in scheduling Board meetings and agenda as well as Council meetings and minutes.
14. Keep track of materials that go to ACTION offices via travelers, etc.
15. Advise the director when asked for advice and keep confidential matters confidential.
16. Keep Phil Director and ACTION Phil Office IT technology current (computer, cell phone, PDA, internet, camera, etc.).

17. Trouble-shoot problems in the flow of communication and information between team members, other countries, region and international offices. Immediately alert Phil Director of unresolved or related problems.
18. Alert, advise, admonish, reprove the Phil Director when biblically and before God it is required or prudent.

BRIEF DESCRIPTION OF MINISTRY:

Qualifications: Mature, godly, knowledge of computer, administration and serving willing to travel and work hard. This position requires good analytical and problem-solving skills and an ability to communicate effectively both verbally and in writing. This person will maintain and organize administrative responsibilities with the Field Director and in coordination with the Business Administrator and Human Resources Administrator.

PREFERRED PRE-FIELD EXPERIENCE:

EDUCATION/TRAINING: Preferably college graduate. Skilled in computer work.

BIBLE TRAINING: Prefer one year Bible college training or missions training.

EXPERIENCE: 1 -2 years computer word processing, emailing and web building experience.

LENGTH OF SERVICE: Prefer 2 year term minimum to career commitment.

OTHER REQUIREMENTS: Completion of a pre-field missionary training course.

Tagalog Level 2 of 4 recommended but not required.

Business Administrator

DEPARTMENT: *Administration*

PLACE OF SERVICE: *Mandaluyong City, Metro Manila, Philippines*

DATE REVISED: *September 2009*

PURPOSE OF THIS POSITION:

The Business Administrator will direct the affairs of business and finance office of ACTION Philippines. This includes legal and government matters and reporting, immigration, shipping and customs, employment of Filipino staff, property and equipment contract/titles (purchase and sales), communication systems, clerical and archives, and other business office operations. Handle and document funds coming from various countries to the missionaries and ministries in the Philippines. Monitor and execute the business office affairs with Christian integrity, in compliance with the law and generally accepted standards nationally and internationally. Length of service is a minimum of two years up to career.

LIST OF RESPONSIBILITIES:

1. Finances and Business

- 1.1. Direct and oversee ACTION's computerized accounting.
- 1.2. Provide financial reports for the Philippine Board, APC and home offices.
- 1.3. Supervise the annual corporate audit.
- 1.4. Assist the Field Director in the preparation of the Annual Ministries and Project Proposals and Budgets.
- 1.5. Is not authorized to loan money to missionaries. Loans and other types of advances, which are not backed up with cash, need APC approval.
- 1.6. Provide supervision for the Financial Manager.

2. Legal and Government

- 2.1. Assist the Director in the production and ongoing revision of the ACTION Philippines Policies and Procedures Manual (Master); and all related materials.
- 2.2. Oversee reporting, revisions of procedures, and record keeping of the required government offices: Security and Exchange Commission, Bureau of Internal Revenue, Pag-IBIG Fund (Government Housing Bonds), Department of Labor, Social Security System, US and Canadian Embassies, etc.
- 2.3. Maintain and revise the Government Procedures and guidelines Job Responsibilities and Description Notebook and oversee the completion of all requirements.

3. Administrative Officers and Staff

- 3.1. Supervise missionaries and staff under his responsibility.
- 3.2. Lead Administration meetings weekly.
- 3.3. Assist Director in the quarterly staff meetings.

4. Employment and Filipino Staff

- 4.1. Coordinate the hiring, orientation and training, pay raises, and firing of the employees of the organization.
- 4.2. Keep the ACTION Philippines Personnel Handbook of Principles and Practices for Filipino Staff current and consistent with Philippine law.
- 4.3. Oversee annual evaluation of staff.
- 4.4. Responsible for Labor Code revisions as they pertain to employee/employer relations.

5. Other Business

- 5.1. Responsible for insurance coverage and inventories on mission property and vehicles.
- 5.2. Coordinate and assist in insurance matters pertaining to health/medical, life and accidental injury, etc.
- 5.3. Responsible for mail, courier, customs, and shipping policies and procedures and will keep the mission informed.
- 5.4. Responsible for communication systems and procedures: phones, fax, computer, bulletin board, administrative memos, etc.
- 5.5. Write and supervise policy and procedures as assigned and approved by the APC, which pertain to the mission administration and related matters.

6. Clerical and Mission Archives

- 6.1. Responsible for safekeeping of official documents.
- 6.2. Financial records for five years.
- 6.3. Corporate records indefinitely.

7. ACTION Center Operations and Other Properties

- 7.1. Oversee the Administrative Office, property, and equipment of the mission.
- 7.2. Responsible for all facilities rented in ACTION's name.
- 7.3. Responsible for Administrative Office rents, operations, maintenance, repairs, renewal of contracts, security, locks, storage of items, distribution of expenses.
- 7.4. Responsible for equipment and furniture owned by the mission, purchase and sales, leases or contracts.
- 7.5. Responsible for the purchase, titles, insurance coverage, licensing, check in/out, repair, drivers, vehicle safety or all mission owned vehicles.

PREFERRED PRE-FIELD EXPERIENCE:

EDUCATION/TRAINING: A minimum of Bachelor's degree from a reputable college. Preferably Masters graduate. Field of study: Business Management, Finance Management, etc.

BIBLE TRAINING: Prefer one year minimum Bible College training (actual in class or correspondence course credit).

EXPERIENCE: Office environment works with 2 years computer word processing and data filing experience. A working knowledge of PC computers, Microsoft Office and QuickBooks.

LENGTH OF SERVICE: Prefer 4-1/2 year term to career commitment.

OTHER REQUIREMENTS: Completion of a pre-field missionary training course is required.

Tagalog Level 2 of 4 recommended but not required.

Camp Ministry Director

DEPARTMENT: *Street Impact Team*

PLACE OF SERVICE: *Mandaluyong City, Metro Manila, Philippines*

DATE REVISED: *September 2009*

PURPOSE OF POSITION:

To coordinate, plan, and participate in ACTION Camps for street children, street families, out-of-school youth and other poor Filipino population.

RESPONSIBILITIES:

1. Study Tagalog full-time for the first year on the field.
2. Plan the camping calendar for the year in coordination with participating churches and agencies.

3. Plan the type of each camp (evangelistic, discipleship, etc.) along with each camp's budget and location.
4. Assist with the promotion and fund-raising of the camping ministry.
5. Assist in the development of materials/curriculum to be used at each camp.
6. Oversee the purchase of supplies both before and during the camp.
7. Participate in both pre & post camp planning, orientation and prayer meetings.
8. Work with the participating churches and agencies in their follow-up programs for their campers.

BRIEF DESCRIPTION OF THE MINISTRY:

To complete one full year of Tagalog study and at least six months of language-consolidation ministry activity related to the camping ministry. Preferably this is a person with some inner-city and camping ministry experience. Needs to have a love for Christ, street people, the church and willing to work closely with them both. Friendship one-on-one evangelism along with small group Bible study is the style of ministry for the purpose of leading campers to a personal relationship with Jesus Christ. The second primary objective is to see that campers are discipled in the Word and become involved in the fellowship of a local church.

PRE-FIELD PREPARATION:

1. Education
 - 1.1. College/university/Bible school or applicable professional/vocational training as appropriate for the attached job description if preferred.
 - 1.2. At least one year of Biblical studies, formal or informal.
2. Experience
 - 2.1. For those in professional/technical skills at least two years of experience in services related to job description if preferred.
 - 2.2. At least two years of part-time Christian service experience recognized by a local evangelical church. Christian service experience recognized by a local evangelical church. Christian service related to future missionary service under job description is strongly recommended.
 - 2.3. Must be recommended by a recognized Christian ministry leader in inner-city youth ministry or a camping ministry. Also by a local church pastor familiar with either or both ministries.
 - 2.4. Must obtain a comprehensive knowledge of world missions (i.e. Studies from the World Christian Perspectives course)

ON-FIELD TRAINING REQUIREMENTS:

1. Must complete all field orientation requirements.
2. Must achieve a Level II in language proficiency of Tagalog before entering into the camping ministry.
3. Must enter into language-consolidation activities that are in direct relation to his job description.
4. The overall goal is for the missionary to achieve at least a Level III in Tagalog proficiency within 4 years of field service.

Church Planting Missionary

DEPARTMENT: Church Development Ministry

PLACE OF SERVICE: Metro Manila, Philippines

DATE REVISED: September 2009

PURPOSE OF THIS POSITION:

To carry out “grass roots church planting” among the poor under a local church for the establishment of a growing Christian community in at least one depressed population area in the Philippines.

LIST OF RESPONSIBILITIES:

1. Work toward a Level 3 in appropriate foreign language proficiency.
2. Assist at least one church-planting mentor in church-planting activities in a depressed area in Metro Manila.
3. Encourage research and strategy studies in targeted area(s) for evangelism work, discipleship, and development of Church groups in cooperation with their assigned church-planting mentor.
4. According to their capacity, encourage the discipleship of new believers, conduct follow-up work, provide Bible instruction, and assist in church development and leadership training.
5. Keep the work as a national led church.
6. According to their capacity, network activities that help the community connect with resources that will build that community structurally, legally, socially, politically and economically.
7. Meet with and submit regular ministry reports to their assigned ACTION supervisor.
8. At least four years of field service is required. Opportunities for career missionary service are available under this job description.

BRIEF DESCRIPTION OF MINISTRY:

The Church Development Ministry will be directly involved with depressed area church planting. Whenever possible, this will be done through local churches where those churches have a committed team to do consistent ministry in a depressed area. Their goal is to develop ministry for the ENTIRE depressed area and not just for a few homes on a few streets. If possible, this should be accomplished without them becoming leaders in the church. The task is to equip believers as well as to learn from Filipino Christian leaders. The goal is to assist church-planting efforts in an area to the point where the church is established with trained leaders, regularly assembling for worship, witnessing, multiplying and connecting in service to their community. After 2 years in language and consolidation learning the missionary will be assigned and begin in a specific disadvantaged area. Practical skills such as carpentry and electrical areas or other trades are a plus.

Tagalog Level 2 of 4 minimum required.

Faith Academy

BRIEF DESCRIPTION OF MINISTRY:

Faith Academy is an intermission school. It does not pay for individual teacher, administrator and support salaries. Staff, teachers, support staff and administrative personnel at Faith Academy are sent by various evangelical mission boards for the primary purpose of providing elementary and secondary education for missionary kids. Teachers, support staff and administrators are needed to fill various requested positions to meet this primary goal. Applicants must apply and be accepted by Faith Academy after acceptance by ACTION.

See <http://www.faith.edu.ph> for more information.

Personnel Needs (Update September 2009)

High School

Bible, English, AP Sciences

Middle School

English, ESL, Physical Education

Elementary

Classroom Teacher, ESL, Special Ed

General

Director of Technology Services, Technical Media Specialist, Desktop Support Specialist, Athletic Trainer, Educational Psychologist, Marriage & Family Counselor, NILD Therapists, Piano Teacher & Accompanist, Speech Therapist

Tagalog learning is encouraged but not required.

Faith Academy Mindanao

Guidance Counselor, MS Math, HS Science, Special Needs, HS Librarian, Chaplain

Faith Academy Dorm Parents

POSITION: COUPLES ONLY

DEPARTMENT: Faith Academy

PLACE OF SERVICE: Cainta, Metro Manila, Philippines

DATE REVISED: September 2009

PURPOSE OF THIS POSITION:

To provide parental care for children boarding in a Faith Academy dorm and to supervise all matters for the ministry/operation of the dorm.

LIST OF RESPONSIBILITIES:

1. Run their dorm and its "family" the same way that they would run their own family.
2. Learn about their students, what their needs are, where they need to be challenged and/or disciplined, and their goals and aspirations; and to work with each of them accordingly.
3. Help with homework and classroom problems, inter-personal relationship problems, medical problems, etc. (in general, just "growing-up problems") in the same way they would with their "own" children.
4. Support in and attendance at students' extra-curricular activities as much as possible.
5. Communicate at least once a quarter with the students' parents.
6. Manage the home by providing a safe and healthy home atmosphere. This includes planning nutritious meals within the provided budget, shopping for necessary items, and overseeing the preparation of said meals.
7. Be aware of the needed repairs and cleaning and delegate the tasks to appropriate personnel. Also responsible for laundry supervision, security advisor, airport runs, recording secretary, etc. in order to keep the home in operating condition.
8. Be a vital and cooperative part of a team of the 5-6 BHP couples and the boarding administrator and his wife and be involved in regular boarding meetings and overall staff responsibilities.

BRIEF DESCRIPTION OF THIS JOB/MINISTRY:

Each couple will be responsible for the overall maintenance of a boarding home consisting of 12-20 students, 2-3 Filipino house helpers, and one outside yardman. Included in this is the responsibility to be "mom and dad" to those students during the school year. Final decision regarding number, gender and ages of those students, as well as housing placement for BHP (Boarding Home Parents), will rest with the boarding administrator, upon consultation both with the boarding department staff and students when applicable. The couple will not be free for any other "full-time" responsibilities, whether within the Faith Academy community or larger missionary/Filipino community. Part-time activities (coaching, periodic substitute teaching, library help, Faith Fellowship involvement, or other things) may be considered upon consultation with the boarding administrator.

PRE-FIELD PREPARATIONS:

1. College/university/Bible-school or applicable professional/vocational training as appropriate.
2. One year of Biblical studies is preferred.
3. Must demonstrate a comprehensive knowledge of missions perspective through selected readings.

4. Complete an approved pre-field missionary training.

Christian Service Experience:

Must have one or more years of part-time local church Christian-service experience in general outreach or discipleship/teaching ministries. Christian-service experience through para-church organizations will be accepted.

Faith Academy Teachers and Staff

DEPARTMENT: FAITH ACADEMY

PLACE OF SERVICE: Cainta, Manila, Philippines

DATE REVISED: September 2009

PURPOSE OF THIS POSITION:

To fulfill one of the teaching positions as listed in updated publications of the needed Faith Academy Personnel notices.

LIST OF RESPONSIBILITIES:

1. To teach assigned courses and/or grade level per description.
2. To develop/teach the curriculum under direct supervision of the school principal or administrator.
3. To evaluate student learning progress and to advise the parents and school administrators involved.
4. To supervise, as assigned, the school extra-curricular activities.
5. To support the moral and spiritual-life standards of the school and Jesus Christ by encouraging the students to practice these in their conduct.
6. To participate in all required faculty and school activities.
7. To participate in all required general ACTION activities; i.e. Field Annual Conference, team meetings, prayer meetings. (These will not conflict with Faith Academy's academic year.)

PRE-FIELD PREPARATIONS:

1. College/university/Bible school or applicable professional/vocational training as appropriate for this job description.
2. Biblical studies must include at least one year of Bible courses or the equivalent.
3. Must demonstrate a comprehensive knowledge of mission's perspective through selected readings.
4. Complete an approved pre-field orientation course equivalent to the course being offered currently by Missionary Internship.
5. Four-year degree minimum (with current teaching credentials).

Technical Experience:

1. At least one year of experience in a related field for this job description.
2. Two years of teaching experience as specified by your teaching credential.

Christian Service Experience:

1. Must have one or more years of part-time local church Christian service experience in general outreach or discipleship/teaching ministries. Christian service experience through para-church organizations will be accepted.

ON-FIELD TRAINING PREPARATION:

1. Must complete all required field orientation.
2. ACTION field ministry service exposure may be assigned prior to entry of this job description (such as street evangelism, community development, or local church-development assistance).

PREFERRED PRE-FIELD EXPERIENCE:

EDUCATION (Degree): Suggest a BA degree in business or organizational administration.

BIBLE TRAINING: At least one year of training in Bible survey courses and personal evangelism.

TECHNICAL PROFICIENCY: Foreign language ability may be helpful, but not necessary.

EXPERIENCE: At least two years experience in position applying for that preferably includes administrative secretarial duties

LENGTH OF SERVICE: Minimum of 1 year. Prefer 4-1/2 years to career service.

OTHER: We highly recommend that the applicant for this position attend Missionary Internship's Pre-field

Orientation Course before coming to the field.

Financial Accounting Manager

DEPARTMENT: Administration

REPORT TO: Operations Manager and/or Field Director

PLACE OF SERVICE: Mandaluyong City, Metro Manila, Philippines

DATE REVISED: June 2009

PURPOSE OF THIS POSITION:

To provide accurate, timely information for administration, missionaries, donors, ACTION offices internationally, etc to be able to understand what is going on financially within the mission. Managing and providing financial accounting through financial statements, balance sheets, income statement, cash flow according to goals and deadlines. To be able to assist with the handling and documentation of funds from various countries to the missionaries and ministries in the Philippines. To ensure compliance with all regulatory requirements with the International Council Treasurer, Field Director, Board of Trustees, Operations Manager and government requirements both in the Philippines and donor countries.

LIST OF RESPONSIBILITIES:

1. Take responsibility for the overall management of mission income and expenses. Maintain day-to-day financial administration ensuring that all finances are properly administered and monitored.
2. Communicate with home offices and/or funding organizations to determine what funds are available for missionaries and ministries. Providing required monthly, quarterly and yearly financial reports and audits.
3. Fulfill reporting requirements of the Treasurer of the International Council
4. Follow procedures for transfer of funds from sending offices and donors to the ACTION bank account in Manila. After funds arrive, exchange to local currency so as to document and advise missionaries and ministries what funds are available.
5. Oversee staff payroll and issuing missionary salary and ministry funds as well as ministry/project funds.
6. Monitor and enter data into computer for record-keeping purposes and provide missionaries with monthly ministry financial reports.
7. Work with various ACTION ministries on financial concerns.

JOB REQUIREMENTS:

EDUCATION: College degree in Accounting/Business.

BIBLE TRAINING: Prefer one year minimum Bible college training (actual in class or correspondence course credit).

EXPERIENCE: Office environment works with 2 years computer word processing and data filing experience. A working knowledge of PC computers, Microsoft Office and QuickBooks

LENGTH OF SERVICE: Prefer 4-1/2 year term to career commitment.

OTHER REQUIREMENTS: Completion of a pre-field missionary training course.
Tagalog Level 2 recommended but not required.

Home of Joy Orphanage House Parents

Christian Growth Ministries

POSITIONS: 1 married couple orphanage house parents with up to 10 children

DEPARTMENT: Seconded to work with CGM

PLACE OF SERVICE Jabez Christian Center, Dasmariñas, Cavite, Philippines

DATE REVISED: September 2009

RESPONSIBILITIES:

1. Provides parental love, care and guidance to all children under care.
2. Attends to all the needs of the children and assist in the total growth/development of children.
3. Responsible in handling discipline to children with agree agency standards.
4. Oversees the personal hygiene of the children under care.
5. Provides tutorial lessons for each child under care to boost child's school performance.
6. Brings the child to the doctor/hospital as necessary for prompt consultation and treatment.
7. Conducts devotion/bible study and prayer time with the children and brings them to church for spiritual nourishment and development.
8. Maintain and submits an anecdotal progress report for all children under care to social worker.
9. Train the children to become responsible and mature by providing opportunities for growth and development.
10. Informs the manager of emergency situations in the home.

QUALIFICATIONS

1. At least has two year Bible school education.
2. Maybe a social worker, nurse, midwife or psychology graduate or has child related training.
3. Ability to take care of at least 6 to 8 babies and toddlers.
4. Ability to maintain positive relationship with the children and with other workers at Home of Joy.

Human Resources Administrator

DEPARTMENT Administration

PLACE OF SERVICE Mandaluyong, Metro Manila, Philippines

DATE REVISED: September 2009

SCOPE OF POSITION

This person will administrate the processing and placement for service of new missionaries, missionary internship trainees, project workers, short-term workers and teams, and official visitors for ACTION

Philippines. Work in cooperation with sending offices worldwide in processing new personnel for the Philippine field. Provide orientation and logistical support for new personnel.

LIST OF RESPONSIBILITIES:

1. Annually update the Personnel Needs List for the Philippine field for missionary recruitment and send it to each sending office.
2. Correspond with the home offices in processing applications for short term and career missionaries.
3. Present to the ACTION Philippines Council (APC) the application of applicants for approval. Advise the APC and the approved Missionary Mentor on what's going on with particular personnel recruitment and application processing involved.
4. Oversee the initial arrangements and orientation for the new arrival and coordinate their exposure to the ACTION ministries and local culture.
5. Seek and assign new missionaries to a career missionary mentor and instruct the mentor on their responsibilities.
6. Work with the missionary mentor in providing the following services for the new missionary, missionary intern trainee, or project worker: language training, evaluations, vacation and furlough planning, etc.
7. Conduct or track the communications between ACTION's international sending offices and ACTION's Philippine field department office (APC, Field Director, Missionary Mentor, Financial and Business Administration) involving recruitment and processing of new personnel.
8. Pass along information to the Missionary Mentor information regarding board and room housing, medical services, and other sources of information that may be helpful for the person or those under supervision of the Missionary Mentor. Update the Orientation Manual.
9. Coordinate with ministry leaders of other ministry organizations under joint-agency agreement with ACTION Philippines for new missionary recruitment, field-placement, processing, and placement.
10. Develop and implement personnel related guidelines and policies standards in conjunction with and under supervision of the Field Director and the APC.
11. Send end-of-term reports conducted and prepared by the Missionary Mentor (as approved by the Department Leader and possible APC recommendations/approvals) to the respective ACTION sending country personnel office.

RECOMMENDED PRE-FIELD PREPARATIONS:

1. At least a full year of Bible school course work or equivalent discipleship study.
2. Possession of college or university BA/BS degree or to have experience in equivalent professional management having to do with or relating to human resource development and processing.
3. To have attended seminars and workshops having to do with missions perspectives or orientation.

QUALIFICATIONS

1. A clear calling to minister in an urban setting and willing to raise funds for personal and ministry support.
2. Ability to manage staff in a participatory and collaborative manner.

3. Experienced leadership that is characterized by integrity and honesty, speaking the truth in love, with high level people skills and managerial experience.
4. Ability to develop positive and trusting intercultural and interdenominational relationships.
5. Administratively gifted with willingness to assist missionaries and Filipino people.
6. Clear written and verbal communication skills in English and, if possible, Tagalog.
7. Trained and experienced in managing office duties and functions.
8. An organizer with a mind for detail.

I. T. Support

Church Growth Ministries

POSITIONS: I. T. Support

DEPARTMENT: Seconded to work with CGM

PLACE OF SERVICE Christian Growth Ministries, Manila, Philippines

DATE REVISED: September 2009

RESPONSIBILITIES:

Principal Duties and Essential Job Functions:

1. Support and administration of IT systems and network, both hardware and software. (Windows Platform -Win98, XP & Vista)
2. MS Access & SQL Database Support and Administration.

Other Duties:

1. Construction and development of websites.
2. Responsible for the graphic design of Newsletters, Brochures, and other promotional materials.
3. Support for project and ministry audio visual presentations.

Life-Discipleship Ministry - Discipleship Ministry

POSITION: Life-Discipleship Instructors

REPORT TO: ACTION Philippine Director

PLACE OF SERVICE: Manila, Philippines

DATE Revised: September 2009

BRIEF DESCRIPTION OF THE MINISTRY:

The focus of Life-Discipleship is to teach training courses, which may include essential tools for discipling/counseling in biblical solutions to common personal issues and relationship problems in the Christian life. The targeted trainees under this ministry are pastors and Christian workers from indigenous churches and para-church organizations in Metro Manila and other provinces in the Philippines.

PURPOSE OF THIS POSITION:

The purpose of qualified individuals for this position is to train and equip pastors and lay Christian leaders from local indigenous church and para-church organizations of Metro Manila and provinces of the Philippines by teaching in-depth discipleship and other practical related training courses such as biblical principles of financial management, and responsibilities of biblical stewardship including healthy care of one's physical body, etc.

LIST OF RESPONSIBILITIES:

1. To arrange for the availability of low cost course training material for local church pastors and Christian workers.
2. To meet with and plan with volunteer workers from local churches and para-church organizations who will assist in arranging for the training sessions.
 - 2.1. Arrangements for venue setting.
 - 2.2. Arrangements for invitations/promotions and confirmation for attendance.
 - 2.3. Arrangements for preparing all training material.
 - 2.4. Setting the seminar scheduling.
 - 2.5. Arrangements for registration and attendance recording of seminar delegates.
 - 2.6. Meals and snack planning for the delegates.
 - 2.7. Arrangements for overnight accommodations for the seminar delegates as needed.
 - 2.8. Determining responsibility and accounting procedures for the seminar budget.
 - 2.9. Setting the over-all low-cost budget for each series of seminars.
3. Prepare and teach approved training course instruction and training activities.
 - 3.1. Prepare and teach the approved course-training format.

- 3.2. (OPTIONAL) Provide encouraging incentives and follow-up for the participants in doing the training course activities and homework assignments, which may include some test items for the final exam.
4. Plan and implement a follow-up program with volunteer representatives from local church and para-church organizations to benefit those who have taken the training course.
 - 4.1. Prepare a response form for seminar delegate evaluation and suggestions for the training course.
 - 4.2. Visit and encourage selected alumni who are active in teaching this course in their organizations and/or who are providing basic group counseling services to people under their spiritual care.
5. Promote the training course program to prospective funding organizations and keep actual funding organizations updated with progress reports and newsletters.
6. Oversee the budget and accounting for this training ministry and submit all such accounting to ACTION's Philippine Business Office.
7. Be in contact with organizations that have teaching or training materials providing resources for this type of ministry.
8. Must annually prepare a proposal and accompanying budget of the ministry for review and approval by ACTION's Philippine Council.

PRE-FIELD QUALIFICATIONS:

1. Must have had Bible course training in old/new testament survey and personal evangelism and have a good working knowledge of the Word. Completion of the BCF concentrated courses is also highly recommended.
2. The person(s) filling this position must fully understand and support the total sufficiency of Scripture for all issues of life and must be able to discern biblical truth from error as supported by unbiblical psychological philosophies, and other influential trends which are apposed to the principles of Scripture.
3. The holder of this position must be adapt to the Philippine people, their culture, and contrasting environmental conditions that may be foreign to the ideals of Western values and culture.

ON-FIELD PRE-MINISTRY PREPARATIONS:

1. Complete on-field orientation requirements.
2. Must be able to raise funds through funding projects in order to finance on-going training materials and other costs involved for the seminars of this ministry.

Medical Worker

DEPARTMENT: *Street Impact Team*

PLACE OF SERVICE: *Metro Manila, Philippines*

DATE REVISED: *September 2009*

PURPOSE OF THIS POSITION:

To assist and develop the SI Team medical ministry to street children, street families, and the urban poor.

LIST OF RESPONSIBILITIES:

1. To coordinate and supervise the medical ministry of SI Team. (Also known as the “in-charge” or “head” nurse.)
2. To be in charge of the medical resources. This includes gathering resources (medicines) and personnel, handling medical requests for medicine, and inventory, stocking and organizing of medicines.
3. To develop and help provide medical service at the future provincial home.
4. To provide medical lectures/health education for workers and ministries associated with Street Impact Team.
5. To help regularly in the various evening street outreaches.
6. To train church workers in Basic First Aid.
7. To help with street visitation programs, including health education, follow-up, cleaning wounds, etc.
8. To be involved in ACTION clinics.
9. To be involved in street family/children camps, in the clinic and as an assistant counselor.
10. To be involved in any ACTION-Street Impact Team join activities, i.e. provincial medical/dental outreaches in provincial areas as schedule allows.
11. Strive to raise at least US\$100 per month for the Street Impact Team medical ministry. This is in addition to the standard work fund guidelines.

BRIEF DESCRIPTION OF MINISTRY:

Probably the biggest, most important need to be stressed is the need for a medical worker who can administer, organize, and be in charge of the medical ministry. This person needs to be able to organize people, materials, resources, information, etc. This person also needs to have a big heart for the poor and willing to work close to them.

Tagalog Level 2 minimum required.

Member Care Coordinator

DEPARTMENT Human Resources Department

PLACE OF SERVICE Mandaluyong, Metro Manila, Philippines

DATE REVISED: July 2009

SCOPE OF POSITION

This person will work with the HR Administrator in the processing and placement for service of new missionaries, missionary internship trainees, project workers, short-term workers and teams, and official visitors for ACTION Philippines. Work in cooperation with sending offices worldwide in processing new personnel for the Philippine field. Provide orientation and logistical support for new personnel.

LIST OF RESPONSIBILITIES:

1. Provide member care to the Philippine based missionaries.
2. Facilitate and empower ACTION Philippine leaders to carry out creative and innovative ways of doing mobilization and member care in their spheres of influence. This is will include but not be limited to:
 - 2.1. Help with new candidate orientations, doing interviews, workshops and seminars, referrals, debriefing and counseling as needed.
 - 2.2. Help develop and improve pre-departure orientation and term debriefing procedures on field.
 - 2.3. Help develop member care policy & procedures as well as personnel for ACTION and work with ACTION Member Care personnel in developing this ministry.
 - 2.4. Help find counseling and holistic health services and resources.
 - 2.5. Train churches how to do missionary care and pray for missionaries.
 - 2.6. Help design and develop Adopt-a-Missionary project in home and supporting churches.
 - 2.7. Develop and maintain a up-to-date Personnel Needs Data Base.
 - 2.8. Develop and maintain up-to-date Job Descriptions for all personnel needs in collaboration with other offices.
 - 2.9. Help to develop and maintain a Philippine Introductory Pack for newly approved missionaries.

RECOMMENDED PRE-FIELD PREPARATIONS:

1. At least a full year of Bible school course work or equivalent discipleship study.
2. Possession of college or university BA/BS degree or to have experience in equivalent professional management having to do with or relating to human resource development and processing.
3. To have attended seminars and workshops having to do with missions perspectives or orientation.

QUALIFICATIONS

1. A born-again Christian with a vital, personal relationship with Jesus Christ and is above reproach in integrity and honesty.
2. A clear calling to minister in an urban setting and willing to raise funds for personal and ministry support.

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3. Ability to manage staff in a participatory and collaborative manner.
4. Experienced leadership that is characterized by integrity and honesty, speaking the truth in love, with high level people skills and managerial experience.
5. Ability to develop positive and trusting intercultural and interdenominational relationships.
6. Administratively gifted with willingness to assist missionaries and Filipino people.
7. Clear written and verbal communication skills in English and, if possible, Tagalog.
8. An organizer with a mind for detail.
9. A minimum of Bachelor's degree from a reputable college.
10. A working knowledge of PC computers, Microsoft Office

Tagalog Level 2 of 4 recommended but not required.

Midwife

DEPARTMENT : *Shalom Christian Bahay Pa-anakan*

QUALIFICATION : *Registered Midwife*

REPORT TO : *Clinic Director*

PURPOSE STATEMENT:

To share the gospel through ministering to the poor people specifically in providing good midwifery and medical care for the glory of God.

RESPONSIBILITIES:

1. On first visit of patient conduct interview and do appropriate history taking. Try to establish good relationship with patient.
2. Perform pre-natal and post-natal check-ups on mothers and babies.
3. Attend to the needs of the mother in labor and delivery.
4. Upon discharge the midwife should perform necessary check-ups on mothers and babies. Advice on post-natal care should be given.
5. Maintain good record keeping for all relevant information pertaining to individual health records, list of medications and treatments.
6. Attend staff meeting whenever needed.
7. Participate in patient teaching of ante-natal and post-natal care.
8. Maintain seminar training as required by P.R.C. Inform Department Supervisor of planned seminars, attendance and points gained.
9. Establish a working relationship with the pastors sharing the Gospel at the clinic.
10. Establish a working relationship with recognized medical authority (i.e. Doctors, municipal hall and related organization under the authority of the Department Supervisor).
11. Maintain good communication with the Department Supervisor, colleagues, volunteers and patients.
12. Be sensitive to the physical, emotional and spiritual needs of the patients and inform the Department Supervisor.

Tagalog Level 2 of 4 minimum required.

Operations Administrator

DEPARTMENT: Administration

REPORT TO: Field Director and Board of Trustees

PLACE OF SERVICE: Mandaluyong City, Metro Manila, Philippines

DATE REVISED: June 2009

PURPOSE OF THIS POSITION:

The Operations Administrator will direct the affairs of business and finance office of ACTION Philippines. This includes legal and government matters and reporting, immigration, shipping and customs, employment of Filipino staff, property and equipment contract/titles (purchase and sales), communication systems, clerical and archives, and other office operations. Oversee funds coming from various countries to the missionaries and ministries in the Philippines. Monitor and execute the business office affairs with Christian integrity, in compliance with the law and generally accepted standards nationally and internationally. Length of service is a minimum of two years up to career.

LIST OF RESPONSIBILITIES:

1. Finances and Business

- Direct, supervise and oversee ACTION's Financial Accounting Manager.
- Provide financial reports for the Field Director, Philippine Board, ACTION Philippine Council (APC) and ACTION home offices.
- Supervise the annual corporate audit.
- Assist the Director in the preparation of the annual ministry and Project Proposals and Budgets.
- Is not authorized to loan money to missionaries. Loans and other types of advances, which are not backed up with cash, need Director approval.

2. Legal and Government

- Assist the Director in the production and ongoing revision of the ACTION Philippines Policies and Procedures Manual (Master); and all related materials.
- Oversee reporting, revisions of procedures, and record keeping of the required government offices: SEC, BIR, Pag-IBIG, Department of Labor, SSS, and various foreign embassies represented by missionaries, etc.
- Maintain and revise the Government Procedures and guidelines Job Responsibilities and Description Notebook and oversee the completion of all requirements.

3. Administrative Missionaries and Staff

- Supervise missionaries and staff under his responsibility.
- Lead Administration meetings weekly.
- Assist Director in the quarterly staff meetings.

4. Employment and Filipino Staff

- Coordinate the hiring, orientation and training, pay raises, and termination of the employees of the organization.
- Keep the ACTION Philippines Personnel Handbook of Principles and Practices for Filipino staff current and consistent with Philippine law.
- Oversee annual evaluation of staff.
- Responsible for Labor Code revisions as they pertain to employee/employer relations.

5. Other Business

- Manage and ensure compliance with ACTION's Personal Information Protection Standards.
- Responsible for insurance coverage and inventories on mission property and vehicles.
- Coordinate and assist in insurance matters pertaining to health/medical, life and accidental injury and property.
- Responsible for mail, courier, customs, and shipping policies and procedures and will keep the mission informed.
- Responsible for communication systems and procedures: phones, fax, computer, bulletin board, administrative memos, etc.
- Write and supervise policy and procedures as assigned and approved by the Director and APC, which pertain to the mission administration and related matters.

6. Clerical and Mission Archives

- Responsible for secure safekeeping of official documents.
 - Financial records for seven years.
 - Corporate records indefinitely.

7. ACTION Office Operations and Other Properties

- Oversee the Administrative Office, property, and equipment of the mission.
- Responsible for all facilities rented in ACTION's name.
- Responsible for Administrative Office rents, operations, maintenance, repairs, renewal of contracts, security, locks, storage of items, distribution of expenses.
- Responsible for equipment and furniture owned by the mission, purchase and sales, leases or contracts.
- Responsible for the purchase, titles, insurance coverage, licensing, check in/out, repair, drivers, vehicle safety or all mission owned vehicles.

PREFERRED PRE-FIELD EXPERIENCE:

EDUCATION/TRAINING: A minimum of Bachelor's degree from a reputable college. Preferably Masters graduate. Field of study: Business Management, Finance Management, etc.

BIBLE TRAINING: Prefer one year minimum Bible college training (actual in class or correspondence course credit).

EXPERIENCE: Office environment works with 2 years computer word processing and data filing experience. A working knowledge of PC computers, Microsoft Office and QuickBooks

LENGTH OF SERVICE: Prefer 4-1/2 year term to career commitment.

OTHER REQUIREMENTS: Completion of a pre-field missionary training course.
Tagalog Level 2 recommended but not required.

Prison Ministry Coordinator

DEPARTMENT: ACTION Jail-Prison Ministry

PLACE OF SERVICE: Manila and could expand through-out the Philippines

DATE REVISED: September 2009

RESPONSIBLE TO: Director, ACTION Philippines

PURPOSE OF THIS POSITION:

To minister the gospel of Jesus Christ to inmates, train believers in the Word of God and assist churches both inside and outside the prisons in their ministries to prisoners and their families.

LIST OF RESPONSIBILITIES:

1. Share the Good News of salvation in Jesus Christ to inmates and their families.
2. Train believers in their walk with Christ.
3. Mobilize and train church workers in ministry to inmates and their families.
4. Facilitate, assist and encourage a network of church and agency workers in ministry to inmates and their families.
5. Organize and facilitate Bible and training conferences for inmates and workers.
6. Organize and facilitate medical clinics for inmates.
7. Visit inmates and advocate for them as needed.

BRIEF DESCRIPTION OF MINISTRY:

Be an evangelist and discipler among prisoners wherever they are located. Along with direct ministry to inmates facilitate a network of church and agency workers ministering to inmates and their families. Male missionaries will work among male inmates and female missionaries will work among female inmates.

PREFERRED PRE-FIELD EXPERIENCE:

Previous direct fruitful ministry, either church or agency based, among inmates and their families is required. Must have a growing relationship with Christ and a good working knowledge of the Bible with an ability to teach one-on-one and in small or large groups. Able to organize and facilitate Bible and training conferences for inmates, medical clinics for inmates and train church and agency workers. This

ministry is for the person who loves prisoners as well as those who serve among them and will give themselves full-time in ministry to them.

Property and Maintenance Manager

POSITIONS: Property and Maintenance In-charge

DEPARTMENT: Seconded to work with CGM

PLACE OF SERVICE Jabez Christian Center, Dasmariñas, Cavite, Philippines

DATE REVISED: September 2009

OBJECTIVE OF THE POSITION:

To ensure that Jabez Christian Center facilities, buildings and surroundings is well-maintained including Jabez Campsite, Jabez Christian School, and the Home of Joy orphanage.

RESPONSIBILITIES:

1. General maintenance for the following:

- 1.1. Water system and facilities
- 1.2. Electrical system
- 1.3. Perimeter fences
- 1.4. Roads
- 1.5. Unoccupied grounds
- 1.6. Maintenance
- 1.7. Operation of generator
- 1.8. Building improvements and maintenance
- 1.9. Trees and surroundings
- 1.10. Vehicles and equipments

2. Assists in the discipleship program for campsite workers.

QUALIFICATIONS

1. At least has two year Bible school education.
2. At least has some knowledge in vehicle repair, carpentry, plumbing, electrical, etc.

Relief and Development Coordinator

DEPARTMENT: Administration

PLACE OF SERVICE: Metro Manila, Philippines

DATE REVISED: September 2009

PURPOSE OF THIS POSITION:

To oversee various requests for relief and disaster assistance that may be requested by ACTION missionaries for their ministry contacts. In the case of a major calamity, to initiate and coordinate ACTION's involvement in providing relief and assistance to the calamity victims.

LIST OF RESPONSIBILITIES:

1. Screen and oversee various requests for relief assistance.
2. Coordinate the delegated survey work and evaluate the needs in a disaster area.
3. Discover the Christian leadership in the disaster area and initiate coordination with them. Primarily oversee the search for disaster victims who are of the household of faith and who are being overlooked by other relief efforts in the area.
4. Initiate and supervise ACTION's relief distribution involving resources and personnel.
5. Evaluate whether or not ACTION should move from a relief stage into a reconstruction or livelihood stage.
6. Coordinate with other relief and development agencies to maximize effectiveness and avoid duplication, confusion, etc.
7. Oversee reconstruction and livelihood projects through area coordinators and field personnel.
8. Report all relief and disaster ministry activities to the field and international directors.
9. Maintain current bookkeeping and financial accountability for the ACTION Relief and Disaster Ministry account.
10. Prepare the annual report, proposal and budget for RDM.
11. Raise \$50.00 US per month to assist with the department operational expenses. This requirement is in addition to the standard work-fund budget guidelines.

A four-year field-service commitment is required.

BRIEF DESCRIPTION OF MINISTRY:

Has overall responsibility to evaluate relief requests made to ACTION. When a relief project is initiated, has the role of coordinator and overseer. Will coordinate with local Christian leadership, as well as other relief agencies assisting with calamity victims.

PRE-FIELD PREPARATIONS:

1. College/university/Bible-school or applicable professional/vocational training as appropriate for this job description.
2. At least one year of Bible training or the equivalent.
3. Must demonstrate a comprehensive knowledge of missions perspective through selected readings.
4. Complete an approved pre-field orientation course.

Technical Experience:

At least one year of experience in a related field for this job description.

Christian-Service Experience:

1. Must have one or more years of part-time local-church Christian-service experience in general outreach or discipleship/teaching ministries. Christian-service experience through para-church organizations will be accepted.
2. Prefer at least one to two years experience in working with national pastors and local churches.

Tagalog Level 2 minimum required.

Shalom Christian Birthing Home Clinic Director

QUALIFICATION : Registered and Experienced Midwife

REPORT TO : Action Philippine Director

PURPOSE STATEMENT:

To Glorify God not only by presenting the Gospel in words but by ministering to the physical mental and spiritual needs of the poor people attending the clinic. To ensure that the pregnant mother maintains good health with a safe delivery of a healthy child, and learns the art of child care.

RESPONSIBILITIES:

1. Training of midwives without midwifery experience.
2. Responsible to see that the midwives carry out their procedures as trained to do.
3. Instruct and supervise midwives in teaching of ante-natal and post-natal care.
4. Instruct midwives regarding spiritual needs of patients ie; to pray with patients and share the gospel as opportunity arises.
5. Establish a working relationship with recognized Hospitals, Doctors clinics, and Health Organizations.
6. Find out the locations and services of Hospitals, Clinics in the surrounding areas, and implement the ministry of referral where needed.
7. Establish a good working relationship with a local church.
8. Co-ordinate with Pastors bible study and follow-up work of patients.
9. To participate in Bible studies out in the community.
10. To ensure midwives attend seminars as required by PRC for updating professional standards.
11. To see that devotions are carried out at least once a week.
12. To disciple midwives as required.
13. Attend team meetings once a month.

14. Make sure equipment is in good working order.
15. Supplies are maintained and purchased as required.
16. Liaise with Administrator regarding general building construction needs of Clinic and finances.
17. To keep and maintain records relating to midwife care of patients and give annual report to ACTION Philippine director or Social Worker.
18. To promote the ministry and help raise funds.

POST-GRADUATE EXPERIENCE:

1. 4 years Hospital experience.
2. 1 year community experience is advantage.
3. Hospital Management Course and experience is advantage.
4. Bible College graduate or person who has a working knowledge of Bible.
5. Must be called by God to work among the poor

Tagalog Level 2 minimum required.

Short-Term Ministry Coordinator - Term Ministry Coordinator

REPORT TO: Human Resources Administrator

PLACE OF SERVICE: Manila, Philippines

DATE REVISED: September 2009

PURPOSE OF THIS POSITION:

To assist the Human Resources Administrator in order to meet the needs for short-term missionaries, internship missionary trainees, project workers, volunteer service teams, visiting teams and official ACTION visitors.

LIST OF RESPONSIBILITIES:

General Responsibilities: To provide assistance to the Human Resources Administrator as the Ex-Pat Short Coordinator. To represent the ACTION Philippines Human Resources Department in matters having to do with the processing and placement of short-term missionaries, missionary interns, volunteer workers, etc.

Pre-field preparation responsibilities for receiving new ACTION ex-pat short-term missionaries, missionary interns, projects workers, volunteer workers and ACTION personnel needs.

- Assist the Human Resources Administrator in assessing the need for recruitment by quarterly interviewing the ministry leaders regarding personnel needs.

- Prepare job descriptions for recruitment based on rough drafts submitted by ACTION missionary supervisors. Final drafts of the job descriptions are to be reviewed by the ACTION ministry department supervisor involved in the recruitment.
- Advise the ACTION personnel sending offices and ACTION representatives of other countries concerning the need for personnel.
- Review all profiles, Preliminary Information Forms, applications supporting documents and correspondence.
- Activate and execute the tracking system procedures for individual(s) in application process.
 - Receive further information on field-approved people from ACTION sending offices or representatives, leading applicants to appointee status (short-term or intern missionaries only).
 - Review received information by correspondence and advise appropriate future ministry supervisors, hospitality hosts, and the Human Resources Administrator.
- Prepare summary profile on received applications and distribute to the Human Resources Administrator, as well as appropriate future ministry supervisors, for further comment and direction.
- With the applicant's profile and job description, seek ACTION Philippine Council approval.
- Notify sending ACTION HR Offices or ACTION country representatives of field approval.
- Upon receiving notice of confirmed departure dates, activate all pre-field arrangements and preparations as stated in the pre-arrival checklist. (Pre-field arrangements shall be coordinated according to the status of the newcomer(s).)
- Arrange with the supervising missionary of interns all necessary preparations regarding ministry supervision and ministry-related assignments (i.e. research reports, Bible school practicum, assignments, field trips, etc.)

Field-Orientation Responsibilities

- Ensure that the orientation manual is updated and ready for use.
- Determine what orientation materials are to be used according to the new arrival's service or visiting status.
- Coordinate and supervise various aspects of the orientation (i.e. assigning sessions, interviews) and scheduling, etc. This arrangement should be prepared one week before the newcomer is scheduled to arrive.
- Inform supervisors of interns regarding accommodations, orientation, language training and ministry-placement assignments.
- After the newcomer arrives, coordinate and supervise all pre-field arrival assignments and orientation scheduling.

Supervisory responsibilities for personnel who are classified under this job description.

- Submit bi-monthly supervisory reports to the Human Resources Administrator.
- Monitor and supervise those who are in language training. (Check the language supervision file or the language supervision section of the Human Resources Department Manual).
- Advise the Human Resources Administrator of needed changes or updates in carrying out supervisory procedures.
- Act as a facilitator or advisor when necessary for short-term missionaries (and missionary interns) and their supervising missionary. Monitor short-term missionaries, etc. while they are under their service assignment. Review all reports from supervising missionaries having to do with personnel supervised under this job description.

- Provide counseling assistance when needed for newly supervised personnel who may be under stress or culture shock.
- Advise the HR Admin. of any unusual circumstances or difficulties of supervised people classified under this job description, such as recommended ministry changes, need for suspension or early termination of their field service. The ACTION field manual must be checked for sections that may address these problems.
- Regularly visit supervised personnel under this job description for the purpose of spiritual and emotional encouragement.
- Facilitate ongoing enculturation of short-term/intern missionary personnel or volunteer workers as needed.
- Submit any vacation schedules to the Human Resources Department.

End-of-Service supervision and evaluation.

- Revise as necessary the end-of-service evaluation form for short-term missionaries and missionary interns.
- Review and coordinate the end-of-service evaluation form with the supervisor and missionary involved.
 - Review with the Human Resources Administrator all end-of-service summaries and evaluation reports.
 - Send copies of all end-of-service summaries and evaluation reports to the representative ACTION sending office or ACTION representative, the ACTION supervising missionary involved, and for possible Bible school.
- Conduct the debriefing package including end-of-term service evaluation.
- Check with the ACTION travel and government relations coordinator for necessary departure procedures.

PREFERRED PRE-FIELD EXPERIENCE:

- College/university/Bible school or seminary education or applicable professional/vocational training as appropriate for this job description.
- Studies in human resource development sociology, counseling and business administration would be helpful, but not required.
- Bible ministries must include at least one year of Bible training or the equivalent; or a Biblical Counseling Foundation course.
- Must demonstrate a comprehensive knowledge of missions perspective through selected readings; or “World Mission” course.
- Complete and approve pre-field orientation course equivalent to the course being offered currently by Missionary Internship.
- Requires minimum two-year commitment to field.

Tagalog Level 2 of 4 recommended but not required.

Street Children Worker

DEPARTMENT: Street Impact Team

PLACE OF SERVICE: Metro Manila and possibly other cities, Philippines

DATE REVISED: September 2009

PURPOSE OF POSITION:

To evangelize, disciple, befriend, care for, love and supervise street children on the street and/or in a temporary or long-term shelter-home environment.

RESPONSIBILITIES:

1. Study Tagalog full-time for the first year on the field.
2. Teach classes, i.e. Bible study, math, English, etc. at the center.
3. Oversee mealtime, shower time, overnight duty, etc. and general center operations.
4. Maintain records on each child.
5. Give training as assigned and oversight to co-workers.
6. Be involved in street research, outreach and follow-up as scheduled.
7. Strive to raise at least US\$100 per month for the Street Impact Team Department to be used at the place of ministry assignment. This is in addition to the standard work fund guidelines.

BRIEF DESCRIPTION OF THE MINISTRY:

To complete one full year of Tagalog study and at least six months of language-consolidation ministry activity related to street-children work. Then the worker will be placed on loan to an existing ministry involved ACTION's network of partner ministries. Must work for one full year under the supervision of that ministry's supervisor.

Preferably this is a person with some inner-city ministry experience, or at least is willing to learn about inner-city life. Needs to have a love for Christ and love the poor and be willing to become personal friends with them. Friendship evangelism is the style of ministry, and leading street people to a personal relationship with Jesus Christ is the worker's primary ambition. The second objective is to disciple these children and street people in a sanctified walk with the Lord.

Tagalog Level 2 minimum required.

Working Hands Vocational Instructors

POSITIONS:

Men: Auto Body, Refrigeration, Metal Shop

Women: Food preparation, Haircutting-manicure-pedicure, Seamstress

DEPARTMENT: Men: Working Hands, Women: Mustard Seed

PLACE OF SERVICE Silang, Cavite, Philippines

DATE REVISED: September 2009

PURPOSE OF THIS POSITION:

To train and prepare young men (or women for the Seamstress Instructor), from below poverty level families of Metro Manila and nearby provinces, to live for Jesus Christ as they serve and support their families and their local church.

LIST OF RESPONSIBILITIES:

1. Responsible to represent his/her particular vocational area in the Working Hands Executive Committee meetings.
2. Responsible to participate in prospective student applications, screening and selection for training.
3. Responsible to relate spiritual truths and Biblical principles to the shop setting and provide counsel as needed for the trainees when various character traits and weaknesses are detected in the shop realm.
4. Responsible to care for and maintain all hand and power tools, equipment and facilities. This includes the purchase of needed tools and equipment.
5. Responsible to run the business and administration of the shop so that the shop-training program becomes self-supporting.
6. Responsible to train qualified national assistants so that they may take control of the entire training program when necessary in the future. This is part of the long-term goals of the Working Hands training program.
7. Responsible to maintain student records, grades, accomplishments, etc.

BRIEF DESCRIPTION OF MINISTRY:

Responsible to establish a high-quality vocational training course at Working Hands. The Instructor would be responsible for the curriculum (development/revision and implementation), shop business, tools, personnel (staff and students) and shop program supplies. He/she is responsible to create a Christ-centered shop environment in order to build Christian character in the lives of the shop personnel (in accordance with Working Hands' goal as stated in 1 Thess. 4:11-12).

QUALIFICATIONS:

1. Pre-field Requirements:
 - 1.1. A personal desire and conviction to serve God in this calling as a servant leader with a whole heart (Col. 3:17).

- 1.2. An expatriate with proven skills in his/her particular vocational calling and to be willing to contribute five years to the ministry.
 - 1.3. A mature Christian with one to two years discipleship experience in youth work as related to Christian service while serving under church/para-church organizations. (References from people involved with your Christian service experiences in youth work will be helpful).
 - 1.4. One year of Bible training in a Bible school or Bible training under equivalent programs such as Inter-Varsity Christian Fellowship, Campus Crusade for Christ, church-based Christian education, etc. is preferred.
2. On-field training requirements:
 - 2.1. Complete all on-field orientation requirements prior to ministry at Working Hands.
 - 2.2. Must have basic Tagalog communication skills for dialogue with the students, Filipino staff, and people in the local community.
3. On-going field service requirements:
 - 3.1. Willingness to live in staff housing at 2nd Mile and to adapt accordingly to the local culture.
 - 3.2. Ability and willingness to train a Filipino successor.