



**OMF International UK**

Station Approach  
Borough Green  
Sevenoaks, Kent  
TN15 8BG

Tel: 01732 887299

Fax: 01732 887224

email: uk.omf@omfmail.com

[omf.org/uk](http://omf.org/uk)

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# Bridge Asia

## *Event Coordinator*

### *Ministry Description*

#### *Purpose:*

To encourage churches and individuals to become fully engaged in world mission, focusing on the peoples of East Asia, through planning and execution of effective OMF and other mission mobilisation events within your area

#### *Responsible to:*

Bridge Asia Team Coordinator

#### *Relates closely with:*

Other local Bridge Asia team members, your Area Mobiliser, and other Event Coordinators and Bridge Asia Team Coordinators in the area

#### *Main Responsibilities:*

1. As a member of your team, align yourself with and model the Bridge Asia values of dependence on God, prayer, discipleship, team fellowship, integrity, effectiveness, urgency, flexibility and multiplying
2. In collaboration with your Bridge Asia Team Coordinator, plan, organise and host 1-2 effective OMF events in your area per year (including budgeting, venue, speakers, etc)
3. In collaboration with your Bridge Asia Team Coordinator and representatives of other Christian groups and churches, plan, organise and run at least 1-2 effective mission mobilisation events in your area per year, depending on the size.
4. Co-opt other members of your Bridge Asia team to work with you in planning and executing events
5. Participate in Bridge Asia team meeting (approximately once per quarter)
6. Actively support the joint goals of your Bridge Asia team including initiatives led by other local Bridge Asia team members

7. Meet approximately monthly (in person or by phone/Skype) with your Bridge Asia Team Coordinator for mentoring, sharing ministry results and prayer
8. Keep current on OMF's ministry (OMF website, literature, etc.)

### *Additional Responsibilities:*

1. Serve at other OMF or inter-agency mission events in your area
2. Serve at or attend OMF national events (e.g. National Conference, China Conference)
3. Participate in OMF exhibition teams at area or national Christian events (e.g. New Word Alive, Keswick Convention, New Wine, New Horizon, Imagine Scotland etc.)
4. Host mission events at your church

### *Time commitment:*

Approximately 5-8 hours per month (some weeks may be busier than others)

### *Length of commitment:*

Two years renewable by mutual agreement

### *Training:*

1. Complete the Bridge Asia Core and Event Coordinator training modules
2. Informal, ongoing training conducted by Bridge Asia Team Coordinator, Area Mobiliser and through the quarterly team meetings

### *Special qualifications:*

1. Administrative/organisational skills
2. Leadership skills, including experience or ability in forming & managing teams
3. Previous experience or interest in event planning
4. Detail-oriented or ability to accomplish tasks thoroughly with timeliness
5. Good money management abilities