

## APPENDIX \_\_\_\_

### Outreach Team

#### Outreach Director Job Description

##### I. General Description and Purpose

The Outreach Director will assist the Outreach team in promoting congregational interest in, participation in, and ownership of outreach and mission opportunities to share Christ's love on a personal, local, national and global level.

##### II. Accountability

- A. Directly accountable to the senior pastor and Leadership Team.
- B. Will attend all scheduled staff meetings.
- C. Will attend, as an ex officio member, all meetings of the Outreach Team.
- D. Will submit to an annual personnel review.
- E. Will submit monthly reports in writing to Council and two verbal reports a year to elders and to the Council to coincide with meeting with the Leadership Team.

##### III. Qualifications.

- A. Publicly demonstrate a vital relationship with God, evidenced by qualities of a dedicated Christian focused on growing in Jesus Christ and showing his glory through his/her work at Shalom
- B. Accept the Bible as the inspired Word of God, agree with the Reformed interpretation of the Bible, and fully support the mission and vision of Shalom.
- C. Have a passion for leading and encouraging others in sharing the Gospel through the spoken word, acts of Christian love and service and other methods;
- D. Have a passion for and experience in serving those with disabilities and the ability to inspire the congregation to serve those with disabilities.
- E. Be self-motivated
- F. Be organized and able to communicate effectively with Shalom's members and with external organizations and ministries in the community.
- G. Be or become a member of Shalom

##### IV. Responsibilities.

A. Coordinate and assist the Outreach Team in organizing and promoting the outreach and mission activities of Shalom through the Coffee Break Program, Friendship Ministry, short term mission trips, Shalom's Strategic Ministry Partnerships, missionary support and other outreach efforts. This includes:

- 1. Outreach.
  - a. Actively seeking out and promoting efforts to equip the members of Shalom to be better witnesses of the Gospel.

- b. Promote interest and involvement in global, national, local and personal mission work among Shalom members.
  - c. Work with Outreach Team, Shalom staff and other teams to facilitate and coordinate community outreach events.
- 2. Coffee Break Program: recruiting, selecting and training a Coffee Break Director and other volunteers; selecting, ordering and distributing curriculum materials.
- 3. Friendship Ministry
  - a. Recruiting, selecting and training Friendship Ministry teachers, mentors, leaders, song leaders and snack coordinators; selecting, ordering and distributing curriculum materials.
  - b. Reaching out to those with disabilities and to their families in our community, in particular those that are spiritually unserved or underserved, and incorporating them into the Friendship Ministry; establishing relationships with agencies in the community that serve people with disabilities and their families.
  - c. Seek ways to include those with disabilities and their families into the life of Shalom, identifying ways for them to grow in their faith and serve God's kingdom.
- 4. Strategic Ministry Partnerships. Coordinate and assist the Strategic Ministry Partner Teams in:
  - a. Communicating the needs of, and opportunities to serve through, Shalom's Strategic Ministry Partners to the congregation; communicating the results of Shalom's efforts, goals achieved, and impact created through our partnerships with the Strategic Ministry Partners;
  - b. Coordinating the logistics of Shalom's service efforts with the Strategic Ministry Partners, including coordinating mission trips, organizing training or educational events and other special events designed to enhance Shalom's relationship with our Strategic Ministry Partners.

## B. Communication

- 1. Coordinating with the Worship Team to provide opportunities for members to share, during church services and at other times, their involvement with missions and outreach to promote further interest in missions and outreach among the congregation members.
- 2. Coordinate and assist with the design and distribution of all Shalom promotional materials used in the church and community. Track the distribution and evaluate the effectiveness of all promotional materials.
- 3. Coordinate and assist with the maintenance of Shalom's website, social media presence and digital sign board.

- C. Recommend to the Council, via the Outreach Team, implementation of procedures and/or changes to facilities, relating to the safety of those engaged in outreach activities.
- D. Work with the Outreach Team to create a proposed annual budget for submission to Council.
- E. Perform such other duties as directed by Leadership Team, Outreach Team or Senior Pastor.