

THE NATIONAL PRESBYTERIAN CHURCH OUTREACH COORDINATOR

POSITION DESCRIPTION

The Outreach Coordinator is a part-time position on the Program Staff of The National Presbyterian Church and is exempt under the Fair Labor Standards Act. The Outreach Coordinator works in Serve Ministries under the supervision of the Executive Pastor, coordinates with congregational leaders on the Serve Council and the Outreach Committee, and relates to the pastors and staff of the Church.

RESPONSIBILITIES

- A. Further the Church's vision of outreach: engaging each member as a part of our *church as a mission* to the local community and the world.
- B. Identify or develop congregational leaders for Outreach ministry and with them build a ministry team that will engage other members with the vision for *church as a mission*.
- C. In coordination with Serve Council elders and staff, develop a vision for engaging NPC members in evangelism. Identify and develop congregational leaders for this ministry team.
- D. Facilitate development of mission activities and foster interaction with Worship and Grow ministries.
- E. Develop and maintain Outreach communication with mission partners, Outreach teams, and the church at large, in coordination with the Outreach Committee and the Administrator for the Executive Pastor and Serve Ministries.
- F. Provide programmatic support to the Outreach Committee and Serve Council.

MAJOR DUTIES

- A. Develop and oversee programs and efforts to make disciples of Jesus Christ through Outreach ministry.
- B. Promote a member-initiated approach to Outreach ministry; strengthen a member-maintained support base for NPC missionaries and ministry partnerships.
- C. In coordination with the Outreach Committee, develop, coordinate, and oversee short-term mission trips; coordinate trips with leaders in mission partnerships in alignment with expressed needs in those ministries.

- D. In coordination with the Outreach Committee and the Administrator for the Executive Pastor and Serve Ministries, develop and maintain relationships with our ministry partners through coordination of meetings with NPC members and ministry leaders.
- E. Develop events and opportunities that will help the congregation participate in Outreach ministry. Develop and maintain communication with the congregation about new and ongoing Outreach activities.
- F. Support local work projects and events such as the Mission Gifts Market, NPC Cares Day, urban team projects, and other NPC mission events
- G. Assist in coordinating mission and evangelism activities of other NPC ministries and entities.
- H. Establish and maintain links to denominational mission and evangelism staff, organizations and agencies, in coordination with the Administrator for the Executive Pastor and Serve Ministries.
- I. Attend weekly staff meetings, Serve Council meeting, Serve staff meeting, Outreach Committee and other meetings as requested.

QUALIFICATIONS

- A. A mature, personal relationship with Jesus Christ, showing continuing spiritual growth, moral and emotional strength, obedience to Biblical principles, and growing obedience to following Jesus Christ in all things.
- B. A demonstrated love for the church of Jesus Christ and commitment to Scripture, Reformed theology, Presbyterian governance, and evangelism, with a heart and passion for mission in the world.
- C. Ability to subscribe and adhere to the Church's *Biblical Standards for Christian Leaders*.
- D. Demonstrated strong gifts in administration and programmatic and organizational leadership.
- E. Demonstrated ability to recruit, train, supervise, encourage, and work with volunteers.
- F. Demonstrated ability to work creatively, cooperatively, and collegially with staff, parishioners, volunteers, mission partners, missionaries, and the general public
- G. Ability to work independently, manage multiple tasks effectively, and to work well as a team member in a large church setting.

- H. Ability to relate to people of all ages and diverse backgrounds.
- I. Strong communication, leadership, and organizational skills.
- J. Bachelor's degree from a four-year college or university, with 3 to 5 years relevant experience in Christian ministries.
- K. Ability to pass appropriate pre-employment background checks to the Church's satisfaction.
- L. The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to sit, talk, hear, stand, and walk. The employee is frequently required to climb stairs and sometimes required to reach with hands and arms and stoop, kneel, or crouch. The employee is sometimes required to carry documents or items from one building to another on the grounds of the Church.