



BETHANY

PRESBYTERIAN CHURCH

Job Description

Position Director of Outreach Ministries *updated September 9, 2019*

Purpose The Director of Outreach Ministries coordinates Bethany's outreach ministries, building and deepening congregational and membership engagement with our outreach partners. The Director of Outreach Ministries supports Outreach elders and volunteers, and works as an integrated member of the pastoral and lay staff team at Bethany Presbyterian Church.

Accountability The Director of Outreach Ministries reports to and is accountable to the Head of Staff Pastor.

Hours 20 hours per week

Qualifications

- A personal commitment to Jesus Christ and openness to the direction of the Holy Spirit.
- Sensitivity and insight to inform and shape the development of Outreach ministries, and to foster in others their growth in Christ.
- Significant experience in and passion for outreach and missions work.
- Strong personal connection to the goals of Bethany's Statement of Direction, including a demonstrated commitment to social justice and racial equity.
- Administrative competence with the capacity to recruit leaders and delegate tasks.
- Strong organizational skills and attention to detail.
- Experience managing projects through their entire life cycle in collaboration with church leaders, volunteers and staff.
- Experience with budget development and basic financial management.
- Relational team player who works well with others, including a diverse congregation, Outreach partners, pastoral and lay staff, and volunteers.
- Excellent written and interpersonal communication skills.
- Bachelor's degree, or 5 years of relevant experience.

Responsibilities

- Lead the Bethany community in growing its commitment to and vision for Outreach through education and hands-on ministry.
- In partnership with the Outreach elders and Committee, drive the critical connection between Bethany's members and supported Outreach partners through communications/updates, liaison groups, preaching coordination, gatherings for visiting partners, and short-term mission trips.

- In partnership with the Outreach elders and Committee, foster congregational interest in and connection to Outreach ministries, designing opportunities to engage the entire congregation.
- Come alongside individual church members in pursuing their passion for Outreach by supporting church members pursuing missions work, short-term trips, geographically or topically-focused groups (like China, refugees, etc.).
- Facilitate a larger missional picture by integrating Outreach into the activities of Children's Ministries, Youth, Young Adult and Adult groups.
- With the Communications and Systems Director, promote the work and vision of Outreach in church communications, including opportunities for church engagement.
- Together with Outreach Elders, help plan regular Outreach Committee meetings, supporting action items and follow-up, and ensuring connection to the annual church calendar.
- Develop a transparent annual process for evaluating and communicating with current Bethany Outreach partners and creating space for new yearnings of the Holy Spirit and new partnerships.
- Orient new Outreach elders to the work of Outreach at Bethany, including defining clear areas of responsibility between the Director of Outreach Ministries and Outreach elders.
- Prepare and develop the annual Outreach budget in consultation with the Outreach elders and Committee.
- Monitor monthly financial reports and annual budget, and respond to financial requests by Outreach partners.
- Work with the Head of Staff Pastor and Outreach elders on emerging ministry opportunities (e.g. dialogues about race, homelessness, etc.).
- Attend the following: weekly staff meetings, monthly Worship Together gatherings with our partner churches, Bethany worship on a regular basis.

Relationships

The Director of Outreach relates with the pastoral staff team, the Communications and Systems Director, the Outreach elders and teams, and our Outreach partners.

Evaluation

The Pastor, as Head of Staff, will conduct performance reviews annually. The Personnel Committee and Session will annually review the adequacy of compensation.