

## **OUTREACH DIRECTOR JOB DESCRIPTION**

**PURPOSE:** Inspiring and equipping Heritage CRC to share the love of God and the good news of Jesus Christ in Byron Township and beyond.

**CLASIFICATION AND HOURS:** Part-time-Hourly: Approximately 15-20 hours weekly with flexibility to meet job tasks and specific needs.

### **QUALIFICATIONS:**

- Possess a passion and a commitment to Jesus Christ and a desire to grow in faith.
- Excellent verbal and written communication.
- Ability to network and research in order to develop successful new and on-going programs.
- Creative, Spirit-led individual who can “see” what is not yet there and bring it to fruition.
- Manage community partnerships and ministry programs.
- Ability to work effectively and cooperatively in a staff and team environment.
- Capable of leading groups and individuals.

### **RESPONSIBILITIES:**

- Provide leadership to ministries with residents of Byron Village.
- Coordinate collaborative partnerships with community churches and agencies caring for the residents of Byron Village.
- Welcome and assimilate visitors, follow-up with new members, and integrate them into the life of the congregation.
- Coordinate and encourage small group participation.
- Help facilitate and lead community camps, Byron Days activities, and other community events.
- Promote and provide guidance to individuals or groups wanting to further God’s kingdom through service projects within the community.
- Assist the deacons in mentoring members of the congregation by identifying and using God-given gifts and abilities in acts of service and stewardship.
- Promote missionary partnerships in conjunction with the Outreach Committee.
- Serve as a member of the Outreach Committee.
- Attend staff meetings

This position reports to the Senior Pastor and Administrative Elders and requires uncompromising confidentiality to protect members and community individuals. This job description will be reviewed annually to assure it best meets the changing goals, plans, and needs of Heritage CRC.

***Approved: May 11 2021, Updated August 2021, Reviewed September 2022***