



We aspire to be beacons of God's love and truth ...

Position Description

I. TITLE

Director of Outreach

II. PURPOSE OF POSITION

To develop, lead and regularly reassess a comprehensive program of Christian mission outreach and benevolence both locally and globally in order to fulfill the Great Commission to make disciples of Jesus Christ (Matthew 28:19-20), to deploy faithful witnesses for Him who are led to do justice, to love kindness, and to walk humbly with our God (Micah 6:8) at home and throughout the world; and, in the process, to encourage FPCM members to progress on their faith-journey as Christ-followers.

III. ACCOUNTABILITY

The Director of Outreach works under the supervision of the Head of Staff and is accountable to the Head of Staff and the Personnel Committee of this church, with guidance from the Mission Committee.

IV. WORKING RELATIONSHIPS

This employee should view the Pastors as spiritual leaders, the Mission Chair and Committee as appointed leaders of the mission program for Session, and the Deacon Moderator and the Board of Deacons as appointed leaders of the benevolence programs for Session. Department Directors are related to as organizational peers and the church congregation are disciples and faithful witnesses. The Outreach Director should work collaboratively and in conjunction with other program directors and staff of the Church for coordination of joint projects and efforts of the greater mission of the Church.

V. RESPONSIBILITIES

Outreach Strategy and Vision

- Work to coordinate outreach activity with all program areas of our church. Utilize overlapping interests to help create a connection between our church community and our mission and local benevolence partners around the world.
- Develop relationships with other churches, benevolence organizations and sending agencies to encourage and assist them in developing a more vibrant and active benevolence programs.

Communication

- Act as the primary contact for our missions and local benevolence partners.
- Serve as the liaison between the mission committee, deacons, and the staff of FPCM.
- Act as administrative staff in support of the Mission Committee.
- Initiate, advance, and maintain communications for program promotion, organization and execution to the congregation regarding campaigns, visiting missionaries, mission trips, and all other outreach related events.
- Provide updates to administrative assistant to maintain a mission committee database of all mission events and trip attendees with the intent of maintaining ongoing communication and involvement while assisting in retaining personal connections with our mission partners.
- Invite, encourage and schedule our Mission and Deacon partners to visit and share with our church, as well as other churches sharing news of their work. This includes planning an annual Missions Fair to educate the congregation on the ministries of our mission partners and how they may support missions.
- Provide content to administrative assistant to develop quarterly newsletters. Oversee and ensure website and social media content is updated quarterly.

Education and Training

- Create educational opportunities for our staff, leadership and the entire church community that include cross-cultural experiences, partnerships and teaching about Christ's call to love, serve and go forth and make disciples of all nations.
- Recruit, train and foster a volunteer core of members and staff to provide support for Mission and Outreach projects throughout the year.
- Enlist volunteers to assist the Missions program.
- Facilitate the development of volunteers into future leaders. Train, equip and support current and future leaders in their missional endeavors.

Leadership

- Assume the position of servant leader. Lead by example and recruit and train volunteers to participate in all opportunities for outreach service.
- Plan the coordination of mission trips for FPCM. If possible and prudent, schedule at least one domestic and/or one international mission trip per year.
- Encourage youth involvement in mission trips by coordinating with the Youth Director and assisting with the planning and logistics of a youth mission trip.
- Look for and create opportunities within the congregation to become a sending church. Identify potential candidates for involvement with both Missions through targeted conversations that educate and inform interested people about the mission field and then assist inquiring members in connecting with appropriate contacts.

Administration

- Lead and assist the Mission committee to review, prepare and present an annual budget to Session and the Budget Committee. Coordinate with Deacons in the local benevolence portion of their budget as requested.

- Oversee and monitor the Mission program's financial disbursements based on the Session's approval and the Mission Committee's direction.
- Maintain and oversee the ongoing mission programs including The Grace Boutique, Alternative Gift Market, Carol's House and its funding through the Mission House Fund, and Operation Christmas Child collection.
- Identify and coordinate fundraising events for mission partners or programs. Attend fundraising events held by our mission partners to maintain working relationships and understanding of program performance and initiatives.
- Serve as the Secretary of the Mission Committee and record and deliver meeting minutes, assist Chair/Moderator with agenda and schedule.

VI. EVALUATION

The Head of Staff shall review the work of the Director of Outreach annually with input from the Mission Committee, and a written appraisal of this review shall be submitted to the Personnel Committee of Session and the personnel file of the Head of Staff.

VII. QUALIFICATIONS

1. A mature Christian faith and commitment to the Christian life, specifically with a passion for missional work.
2. Ability to meet the following schedule requirements
 - a. All Sundays from 9:00 AM till 12:00 PM.
 - b. Attend the monthly Mission Committee evening meeting.
 - c. Attend the monthly Deacon Board evening meeting.
 - d. Attend weekly staff meetings.
 - e. The work week is approximately 25-28 hours per week on average with required attendance in the office on Tuesday/Wednesday and Sunday as appropriate.
3. Strong verbal and written skills.
4. Leadership experience.
5. Ability and willingness to travel both domestically and internationally, experience preferred.
6. Two + years of mission experience, with an education related to missional work and/or policies.
7. Working knowledge of MS Word, Excel and PowerPoint. MS Publisher, and google docs is helpful.
8. Ability to work collaboratively and professionally with the FPC staff and community.

Part-Time position/Exempt

Recommended Compensation \$30,000