



DETAILED JOB DESCRIPTION DISCIPLES CHRISTIAN CHURCH LEADERSHIP

Position:	Outreach Ministry Team Coordinator
Ministry Area:	Mission, outreach, service and mercy ministries
Purpose of Position:	The outreach coordinator serves the church by developing and facilitating an effective and comprehensive program of both local community outreach and global missions.
Responsible To:	Church Board and fellow members of the congregation
Ministry Description:	<ul style="list-style-type: none">- Lead the outreach ministry team- Recruit fellow members to serve on the outreach ministry team- Encourage new ideas- Attend all Board Meetings and selected Cabinet Meetings as voting member- Present quarterly report of ministry team activities to the Board. If unable to attend, will send a substitute to present the report or email the report to the Board Secretary- Coordinate quarterly giving to local, area, and general church.- Coordinate special offering Sundays- Schedule and coordinate hands-on mission opportunities.- Arrange for promotion and advertising of church outreach and mission events through newsletter, e-mail, etc.- Promote and participate in appropriate community-wide outreach efforts, partnering with other local churches and/or ministries that serve the community.- Teach children and teenagers the importance of outreach and missions; provide speakers, arrange short-term missions trips, and show videos of church-supported outreach programs.

- Host a missions conference or outreach theme day
- Develop annual ministry team budget

Length of Commitment: 1 year

Time Required 5 to 10 hours per month

Training Provided:

- The annual board retreat
- CCSW and NTA seminars and workshops
- Resources supplied by ministry staff

Qualifications/Special Skills Commitment to helping and serving others. Excitement and passion to reach out to unchurched people—locally and globally—with the message of the gospel. Ability to train, delegate, and enable others to carry out the work of outreach. Ability to communicate efficiently, effectively, and inspirationally what God is doing through the work of the church’s outreach ministry, in the lives of church members as they serve, and in the lives of those who are being served. Spiritual gifts of evangelism, missions, serving, mercy and helping.

Keys to Success

- Delegate specific tasks to team members
- Get list of previous team members as starting point for new team members
- Sit down with predecessor at beginning of term and discuss the previous year’s activities and his/her recommendations for improvement.

Benefits to the Volunteer Knowledge that your leadership is a key response to Jesus Great Commandment to “love your neighbor,” and that you’re inviting and equipping others to share in reaching out with the message of God’s love.