

5-C: Position Description: Director of Outreach and Discipleship

Job Title: Director of Outreach and Discipleship

Reports To: Lead Pastor

Collaborates With: Session, Outreach Committee, Discipleship Committee, other Committees as needed

Date Prepared: June 21, 2021

Date Approved by Session:

Summary:

- The Director of Outreach and Discipleship will help APC fulfill Christ's call to go into the world and make disciples of all people. Specifically, this staff person will provide creative leadership and staff support as we seek to reach out to new people and develop an effective and innovative discipleship ministry for all ages. The Director of Outreach and Discipleship will staff the Outreach and Discipleship Committees, work cooperatively with other staff and congregation members, and reports directly to the Lead Pastor under authority of the Session.

Hours:

- This is a full-time exempt position.

Salary Benefits and Terms of Employment:

- The salary range for this position is between \$36,000 and \$40,000 commensurate with experience.
- Medical coverage assistance is available.
- Two weeks paid vacation per year.
- Nine paid holidays per year.
- Flexible hours: while the Director of Outreach and Discipleship will be expected to set regular office hours, hours can be flexible to accommodate school schedules, doctor's appointments, and personal preferences.
- APC is a child-friendly workplace: we love children and welcome them on an occasional basis with access allowed to our nursery and toys.
- Other issues pertaining to employment will be in accordance with the Personnel Policy section of the Administrative Operations Manual and letter of hire.

Qualifications:

- Professes a strong faith in and relationship with Christ.
- Bachelor's degree required.
- Experience in Christian education, community outreach, and/or youth ministry.
- Familiar with and supportive of the Presbyterian Church (USA).
- Computer skills are required, including the Microsoft Office Suite.
- Internet and social media skills are required.
- Self-motivated, with the ability to work in a team environment.
- Ability to develop and implement ministries by planning, organizing tasks, recruiting volunteers, and delegating appropriate responsibilities.

Responsibilities:

- Work with the Outreach Committee and Lead Pastor to develop a comprehensive strategy for drawing new people into church participation and relationship with Jesus Christ.
- In cooperation with the appropriate committees, coordinate and implement both regular and special events designed to build relationships between the church and people outside the church.
- Work with the Discipleship Committee and Lead Pastor to coordinate an integrated, innovative, and effective ministry of Discipleship for all ages. While this has typically included a mid-week program and Sunday school, we are open to changes that lead to a more effective, outreach-oriented discipleship ministry.
- Serve as staff resource person for the Outreach and Discipleship Committees.
- Work through social media and personal relationships to connect people with Christ and the Church.

Secondary Duties and Responsibilities:

- Work with the Discipleship Committee and Session to develop and maintain Ankeny Presbyterian Church child protection policies and procedures.
- Maintain open lines of communication with church members, Outreach and Discipleship Committee members, the Lead Pastor and other staff members.
- Work with the Outreach and Discipleship Elders to plan committee meetings and oversee the budgets of those committees.
- Assist the Pastor and other leaders on follow up with new contacts or with members who have ceased to participate in the life of the church.
- Participate in other related ministry tasks as requested by Lead Pastor.
- Generate ministry reports as requested.

Accountability:

- The Director of Outreach and Discipleship reports to the Pastor/Head of Staff, who is his/her supervisor, and to the Session through the Elders on the Outreach and Discipleship Committees.

Relationships:

- The Director of Outreach and Discipleship works closely with the Pastor and members of the Outreach and Discipleship Committees, as well as with other members of the church professional staff.

Reviews:

- Reviews will be conducted yearly or as needed for purposes of setting and reviewing goals and progress. Based on input from the Elders, the Pastor/Head of Staff will conduct reviews and provide input to the Human Resources Committee regarding job performance, time commitment, and any compensation levels needing to be reviewed.