

## Memorial Drive Presbyterian Church

*Loving God. Proclaiming Christ. Giving Generously. Engaging All.*

### Position Description *Outreach Pastor/Director*

<b>Ministry Area:</b>	Outreach
<b>Reports To:</b>	Executive Pastor
<b>Direct Reports on Staff:</b>	Global Missions Director Local Missions Director Membership and Renewal Director Community Service Director Outreach Funding Coordinator Administrative Coordinator

**Position Description:** The Outreach Pastor/Director oversees the Outreach Ministry Area, which includes Global Missions, Connections Ministry, and Local Missions. The Connections Ministry Area includes Hospitality, Visitors and New Members, and the Connections Center. This position includes staff and program development, teaching, training, counseling, administration, and general pastoral duties.

#### **Specific Responsibilities:**

- Outreach Ministry
  - ❖ Supervises both Global and Local Missions in planning, supporting mission partners, funding, training, etc;
  - ❖ Supports Outreach Ministry Committee Moderator and other Outreach elders;
  - ❖ Visits partners both global and in the community, deepening partnerships and relationships;
  - ❖ Develops and supervises all Outreach budgets;
  - ❖ Participates in annual budgeting with MDPC budget committee.
- Connections Ministry
  - ❖ Supervises Connections Ministry with staff and elders;
  - ❖ Oversees and supports the New Member process, including classes and assimilation into the life of the church;
  - ❖ Serves as a resource to the Connections Center.
- Involvement with Volunteers
  - ❖ Leads Outreach and Connections Ministry Committees: elders, committee members, other lay volunteers;
  - ❖ Trains volunteers, and/or supervises staff to do so;
  - ❖ Nurtures, leads, and encourages Outreach volunteers;
  - ❖ Oversight and support, along with Outreach staff, of approximately 150-175 volunteers.
- Financial Accountability (not including payroll)
  - ❖ Manages the annual budget and expenses of Outreach Ministry (includes budgets for Global Outreach, Connections Ministry, Ministry-Sponsored Outreach, and Local Outreach;)

- ❖ Responsibility for Outreach budget expenditures of \$3,000,000+.
- General Pastoral Duties
  - ❖ Prays with and for staff, elders, the congregation, mission partners, and God's Kingdom work in the world;
  - ❖ Shares personal faith with others, inviting them into a life of discipleship with Christ;
  - ❖ Counsels and advises staff, elders, and congregation, as appropriate;
  - ❖ Participates regularly in worship, on Sundays and other times, preaching when called upon by the senior pastor;
  - ❖ Conducts weddings and funerals, including the necessary counseling and follow-up.

**Qualifications:**

- Theological degree from an accredited seminary, with a minimum of three years' ministry experience and/or college degree with at least three years' experience in a leadership role in the mission field;
- The spiritual gifts of teaching, administration, leadership, pastoring, etc;
- Proven experience in recruiting, training, mobilizing, and deploying volunteers in ministry;
- Financial gifts in dealing with a large budget and expenses in Outreach Ministry;
- Basic computer literacy is required, including but not limited to MS Word, MS Excel, and MS Outlook;
- Proven experience working in a large, multi-staff church setting.

**Expectations of All MDPC Employees:**

- A personal and growing commitment to Jesus Christ as Savior and Lord;
- A commitment to the authority of Scripture and to a lifestyle of Christian holiness;
- A willingness to work within the framework of the church's polity and procedures;
- A willing heart, teachable spirit and positive attitude;
- A team ministry commitment which places the good of the whole over individual goals;
- An ability to work collaboratively with staff and volunteers
- A professional approach and appearance;
- A passion for excellence for the glory of God.

*The above statements are intended to describe the general nature and level of work for this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required.*

*MDPC is committed to the principle of diversity in employment for all qualified persons, without regard to race, color, national origin, sex, disability, or age. Each employee is expected to honor and respect all other employees and to demonstrate commitment to these principles of diversity. Non-compliance with this policy may result in termination.*

If you are interested in applying to this position, please submit a resume and cover letter to [pnc@mdpc.org](mailto:pnc@mdpc.org). For more information, please visit [www.pnc.mdpc.org](http://www.pnc.mdpc.org).