



**Introduction:**

*This is the description of duties and responsibilities for the position of the **Outreach Ministries Coordinator** and is intended to describe the general value and level of work to be performed by the employee in that position. This job description is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person filling this position. It is extremely important that this document be updated and that it accurately defines the employee's duties and responsibilities. If an employee finds his or her job description to be inaccurate in any way, he or she should contact the Senior Pastor or a member of the Human Resources Committee.*

**Title:** Outreach Ministries Coordinator

**Reports to:** Senior Pastor and Congregational Council

**Supervisory Responsibilities:** Not supervisory but coordination of activity for Volunteers

**Hours:** Requires a flexible schedule. Part time.

**Status:** Exempt

**Position Summary:**

Work with the Senior Pastor to coordinate all staff, committees and volunteer activities for the development and growth of the outreach and mission. Seek to foster an efficient atmosphere with all staff, and congregational volunteers.

**Responsibilities:**

- Serve as the primary contact for visitors. Send welcome letter, make follow-up phone calls and coordinate visitations.
- Serve as the point person to follow up with all members who are not attending Sunday services regularly.
- Manage attendance records and document growth/shrinkage metrics including follow up calls and visits.
- Oversee the weekly registration of visitors and members attendance specifically watching for any change in attendance patterns of our members.
- Work with the Administrative Secretary in coordination of the management of Power Church. Ensure the accuracy and completeness of records.



- Coordinate all needs for a supply pastor; including hospital and home visitation, all worship services, and the pastoral needs of new members and visitors.
- Attend all Evangelism committee meetings and submit a monthly report to council through the Evangelism committee liaison.
- Work with the Senior Pastor to serve as the on call emergency contact for the church.
- Notify the appropriate ministry contact when a congregational member needs special attention, is hospitalized or dies.

**Qualifications:**

- Solid understanding of the foundations of the Christian faith and Lutheran tradition.
- Relationship building and development.
- Successful job experiences with leadership roles.
- Demonstrated ability to work creatively and collaboratively with others.
- Good organizational and communication skills.
- Accountability.
- Experience with various computer applications and ability to learn new ones.

**Work Schedule:**

The position requires great flexibility in hours available for work, including evenings and weekends. The schedule may vary at different times of the year. Therefore the Outreach Ministries Coordinator shall:

- Maintain regularly scheduled office hours in order to be accessible to congregation members, staff and the leadership of the congregation.
- Keep the church office informed as to how the Outreach Ministries Coordinator can be contacted.
- Notify the staff prior to regularly scheduled events, and provide a suitable substitute in the case of conflicts or absence.
  - Arrange contingency supervisor or plans for unforeseen and untimely absences.
  - In the case of extended time away from the office arrange to receive messages.

**Revision History:**

Original Effective Date: 02/15/2013  
Last Revision Date: 09/08/2013  
Council Approval: 12/10/2013