

Position: Administrative Minister of Outreach

Reports: Pastor

Classification: Salaried exempt

Key Words: Evangelism, Events, Communication, Outreach

Position Summary: The minister will be responsible for proclaiming the Gospel and to oversee all Evangelistic endeavors of the church, which includes all events and communications.

Requirements:

1. A calling to minister via evangelism
2. Interpersonal communication skills
3. Administrative skills
4. Public speaking skills
5. Firm Baptist, Biblical and theological foundations
6. Teaching and motivational skills
7. Regularly shares the Gospel effectively

Education:

1. High School diploma or equivalent
2. Bachelor's degree from an accredited college or university
3. Master's degree from an accredited seminary (preferred)

Experience:

1. Minimum of five years of ministerial experience.

Principle Functions:

1. Is an active member of the ministry team, supporting and receiving support from other ministers.
2. Proclaims the Gospel of Jesus Christ in word and deed to the church and community at large.
3. Plans, coordinates and facilitates the various evangelism and outreach programs, including, but not limited to work of the Missions Committee, Reach Robertson, Events of the church, Evangelism process/programs, communication strategies, etc.
4. Leads all evangelistic programming, including, but not limited to the Preschool, Children's Ministry, Student Ministry, Young Adult, Median Adult and Senior Adult areas.
5. Enlists and trains the laity to provide leadership roles in various evangelistic and outreach programs.
6. Oversees the assimilation process of unbelievers, dechurched, unchurched, etc. and responsible for church membership to reach those aforementioned.
7. Evaluates new opportunities for enhancing the evangelistic and outreach ministry.
8. Plans and coordinates with the Missions Committee regular outreach activities and serves as supervisor of all outreach programming and processes.
9. Plans and coordinates with the Kitchen Committee regular meal activities and serves as supervisor of all food service volunteers and employees.
10. Works with the Budget and Finance Committee to submit an accurate and timely budget at it relates to the evangelism, missions and outreach ministry and coordinates the budget process for other areas of responsibility.
11. Evaluates, recommends and procures evangelistic materials and programs for the church.
12. Serves as resource to church and community members for the ministries within evangelistic responsibility.

13. Performs other duties as needed or determined by the church or the pastor.

Other: Details necessary as noted by Personnel Handbook and/or By-laws for ministerial positions.

Assimilation of a Disciple Overview

Administrative Pastor of Outreach

Administrative Pastor of Discipleship
Emphasis on Senior Adults

No relationship with Jesus Not connected to church	Salvation 1st time attender Baptism	Ministering Member Serving the Church On Mission with God Supporting the Church
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