

MYERS PARK PRESBYTERIAN CHURCH

JOB DESCRIPTION

DIRECTOR OF OUTREACH

Department: Outreach
Reports To: Associate Pastor for Discipleship
FLSA Status: FT/Exempt
Revised Date: September 2020
Group: 2

POSITION SUMMARY:

The Director of Outreach provides oversight for Outreach ministries, while bearing direct responsibility specifically for local and global missions, Grier Heights, and PC(USA) related involvements.

QUALIFICATIONS:

Bachelor's Degree or equivalent experience; three (3) to five (5) years of field mission experience; committed follower of Christ; and evidence of personal discipleship.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops, evaluates, and guides the local and global Outreach programs.
- Supports and assists staff and lay leaders to create Outreach discipleship and engagement.
- Leads and facilitates local mission experiences to fulfill the mission of Outreach programs.
- Leads and facilitates international mission experiences to fulfill the mission of Outreach programs.
- Develops working relationships with local and global mission partner leadership.
- Serves as a resource person and consultant in all areas of Outreach.
- Serves as the staff liaison to the Outreach Council and its Outreach Funding Team.
- Serves on Ministry Council to accomplish overall church program coordination.
- Provides regular communication with congregation about Outreach programs and provides encouragement and support for congregational involvement in Outreach.
- Oversees and manages budget for Outreach.
- Works in partnership with Pastor, Session and Outreach Council to both support and evaluate our existing mission partners and outreach efforts.
- Collaborate with Pastor / Head of Staff to identify and resource opportunities for pastoral support for Outreach.
- Available for occasional evening and weekend meetings and events as needed.
- Ability to manage the demands of annual international travel, sharing responsibility with other outreach and pastoral staff
- Performs other duties as assigned by the Pastor for Discipleship and Pastor/Head of Staff.

SUPERVISORY RESPONSIBILITIES:

This position provides supervision to the Outreach Coordinator, Mission Coordinator, and all other Outreach staff positions.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to work both independently and collaboratively within a team to assess needs and produce results.
- Demonstrates cross cultural sensitivity.
- Ability to motivate and encourage lay leaders and Outreach disciples.
- Ability to establish and maintain positive working relationships.

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- Exhibits good time management skills resulting in a healthy work/life balance.
- Ability to accept and relate to a wide variety of people demonstrating compassion and love.
- Ability to communicate through verbal, written, or electronic means.
- Ability to plan, organize, and coordinate the work of disciples and church members.
- Demonstrates strong emotional stability and maturity.
- Ability to maintain confidentiality.
- Possess integrity and strong ethics.
- Ability to anticipate and solve problems.
- Demonstrates strong organizational skills.
- Ability to use Microsoft Office and the internet.
- Ability to prepare budgets and use financial statements.
- Personal qualities of integrity, credibility and a commitment to MPPC's mission.
- Conversational Spanish an asset but not required.

PHYSICAL AND MENTAL REQUIREMENTS:

- Physical requirements include but may not be limited to: frequent sitting, standing, bending, stooping, and lifting up to 25 pounds; frequent handling of files, books, boxes of documents, keyboarding, operating a telephone and other office equipment.
- Ability to manage the rigors of international travel to include physical and scheduling demands.
- Mental requirements include but may not be limited to: general math functions, intermediate reading, advanced reasoning, advanced speaking ability, and advanced writing ability.
- The employee is required to be mobile throughout the building and frequently attend off-site functions including site visits, after hours Outreach events, and occasional weekend Outreach events.

WORK ENVIRONMENT:

- The noise level in the work environment is moderate.