

EVANGELICAL PRESBYTERIAN CHURCH OF ANNAPOLIS
POSITION DESCRIPTION

Position Index No. 106

Revised Date: November 2018

Position Title: Outreach & Missions Ministry (Pastor / Director)

Reports to: COM/CoS

Purpose of Position: To serve as the primary leader in the development and implementation of team-based strategies for outreach, evangelism, and assimilation. Responsible for all aspects of connecting the church to the community and helping new people to become part of the congregation from a first time visit through baptism and initial involvement in church ministries.

Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." (Matthew 28:19-20)

Regular Duties and Responsibilities:

Outreach Ministries

- Facilitate and initiate new ministries that reach unbelievers and the un-churched.
- Encourage, strategize and provide accountability to all (staff and non-staff) ministry leaders in the making and execution of plans to reach out to unbelievers and the un-churched.
- Serve as staff point of contact for strategic initiatives related to outreach (examples include Hope for Annapolis, Church Planting, Networking with other Churches, Fostering a Missional Mindset, etc.).

Evangelism

- Working with the Adult Discipleship (Pastor) and the Director of Small Groups & Women's Ministry and other ministry team leaders, in providing evangelism training for members of the church to help them share the Gospel.

Missions Committee

- Serve as the staff liaison / resource to the Missions Committee and serve as Missions Committee Chair in carrying out the foreign missions of the church.
- Serve as the communication link between the Session and the Missions Committee and attend Session / SEC meetings as needed.

Assimilation & Engagement Ministry

- Keep track of visitors and regular attendees in the church.
- Initiate relationship and follow-up communication process with visitors and regular attendees.
- Develop and oversee process of taking visitors and regular attendees to membership.
- Coordinate the new members class as the first step in an attendee's connection/involvement in the church.
- Connect new members with the Adult Discipleship and Congregational Care leadership for enfolded into the life of the church.

Ushers and Greeters

- Work closely with the Deaconate in providing vision, support, planning and training for the Usher and Greeter Ministries of the church.

Oversight for Community Outreach Coordinator

- Provide oversight and support to the Community Outreach Coordinator in his/her duties.

Personal Requirements for Position

- A personal relationship with Jesus Christ, and a strong grasp of the Gospel.
- A love and concern for the people of Annapolis EP Church.
- A call to this ministry that is evidenced by experience, vision, and passion.
- If married, demonstrates a strong marriage and family life visible to others.
- A shepherd's temperament; servant-leader/mentor attitude and inclination.
- Strong biblical foundation for wise leadership in a church setting.
- Personal initiative and diligence, which produces follow-through in tasks.
- A willingness to grow and adapt to the inevitable changes found in a growing local church.
- A commitment to the Reformed Faith as expressed in the Westminster Confession and Catechisms, any exceptions to be approved by the Session.
- An understanding of the Biblical principles of ministry: Gospel-Centrality, Repentance & Faith, Kingdom-Centered Prayer, Covenant Community, Personal Discipleship, Servant-Leadership, etc.
- A clear understanding/acceptance of Session-led governance of the local church.
- An understanding and commitment to the PCA.
- Willingness to become a member of EP Church.

Skills / Credentials Required:

- Ordained Teaching Elder in the PCA (desired but not required).
- A familiarity with the workings of missions committees and agencies
- Possession of a Bachelor or Master's Degree in Biblical studies or related field is required.
- A minimum of four year's experience in a Church or Para church ministry environment.
- Spiritual maturity evidenced in: prayer, Bible knowledge, confidentiality, edifying speech, discernment, and discretion.
- The ability to lead and develop team-based ministry leaders and volunteers toward clearly stated goals and objectives.
- The gift of compassion and the ability to care for hurting people.
- The ability to create and administer programs that extend beyond the church into the community.
- Expertise in evangelism and the ability to teach and mentor people in sharing their faith to others.
- A working knowledge of Microsoft Office and social media.

Approved: _____ Date: _____
Moderator of Session

Approved: _____ Date: _____
Clerk of Session