



Christ Lutheran

— CHURCH —

Job Title:	Outreach Ministries Coordinator
Position Type:	Part-time: flexible hours
Reports To:	Senior Pastor
Job Description	
POSITION OVERVIEW	
<p>The Outreach Ministries Coordinator is responsible for the essential religious duties of contacting church members who are at risk of becoming or have become disengaged, connecting the church to the sick and shut-ins within the church community, and helping the church to meet its mission:</p> <p><i>We the people of Christ Lutheran Church, believe our mission is to share God's love and forgiveness through Worship, Word and Sacrament. We seek to care for the physical, emotional and spiritual needs of others through the gifts of time, talent and treasure with which God has blessed us. We believe we have been called as living witnesses to exist for others, so that they may know Jesus Christ as Lord. As evidenced by our ministries, we believe strongly in outreach and care of our fellow human beings.</i></p> <p>This includes seeking and providing opportunities within the community for individual and group ministries and church-wide outreach efforts.</p>	
ESSENTIAL JOB ROLE AND RESPONSIBILITIES	
<ul style="list-style-type: none">• Contact visitors. Send welcome letter, make follow-up telephone calls, and coordinate visitations.• Contact all members whose pattern of attendance has changed.• Review attendance records and document growth/shrinkage metrics including follow-up calls and visits.• Oversee the weekly registration of visitors and member attendance, specifically watching for any change in attendance patterns of members.• Work with the Administrative Assistant in coordination of management of the database.• Work closely with Senior Pastor to cover pastoral needs of the congregation, especially hospital and homebound visitations.• Participate in all Evangelism Committee meetings and submit a monthly report to Church Council through the Evangelism Committee liaison.• Prepare and lead welcome classes for potential new members.	
OTHER RESPONSIBILITIES	
<ul style="list-style-type: none">• Participate in all staff meetings.• Demonstrate appropriate confidentiality, judgment, discretion, and sensitivity.	
MINIMUM QUALIFICATIONS	
<ul style="list-style-type: none">• Solid understanding of the foundations of the Christian faith and Lutheran tradition.• Proven leadership skills characterized by open communication, cooperation, and collaboration.• Possess strong interpersonal skills with the ability to maintain healthy and motivating relationships with supervisors, coworkers, and volunteers.	

PREFERRED SKILLS

- Able to work reliably and effectively with minimum supervision.

PHYSICAL REQUIREMENTS

- Able to move freely in and out of different group settings (homes, church, medical treatment facilities, businesses, etc.) and the ability to travel to and from these.

Reviewed By:	HR Committee	Date:	04/28/21
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time