

# Outreach Coordinator

## Description:

The outreach coordinator will work closely with the minister and other coordinators and will be responsible for planning and coordinating church-wide outreach activities. This person will recruit volunteers or contact appropriate church coordinators or members for assistance as needed. Person should enjoy dealing with people and possess good organizational and communication skills.

## Responsibilities:

1. Have an established period of time designated to personal Bible Study and prayer.
2. Work closely and in partnership with the preaching minister.
3. Educate and continue to equip yourself in evangelistic trends and methods to be able to equip others also. (2 Tim.2:2)
4. Be actively engaged in disciple (follow-up, visitation) activities.
5. Coordinate, plan, organize, or oversee all outreach opportunities. These opportunities could involve; Fellowship, youth, education, benevolence, worship; Bible study; Campus, Military base etc. (The Coordinator needs to be involved in some capacity, with every outreach activity hosted by or for the church.)
6. Define available sources for contacts and establish systems by which people can foster relationships. i.e. attendance at services, and any church functions, newcomers to community etc.
7. Recruit volunteers or contact appropriate church members to assist with different activities as their skills would allow them to be used publicity and as needed.
8. Work within the parameters of approved annual budget. Coordinate special/additional needs with church leadership at men's meetings for additional budget to accommodate fellowship activity.
9. Coordinate with church leaders to be in-tune with any special thrust and activities that have an outreach emphasis. Adapt any outreach activities to capitalize on any other congregational activity as is appropriate.
10. Plan and organize actions to compliment any fellowship, community service projects such as: helping out at a nursing home, adopting a section of road to maintain trash control, assisting a non-profit organization on a promotional awareness day/event, i.e. breast cancer awareness etc.
11. Work with campus ministry to develop outreach opportunities.

## **General Responsibilities:**

1. Ensure there are multiple touches made with all visitors in a timely manner, ie. Cards; phone calls; email and physical visits.
2. Be a regular attending member of all the Warrensburg Church of Christ activities.
3. Attend the monthly coordinators/men's meetings, and any other meetings required by the minister.
4. Meet regularly with the minister as needed at a time mutually agreed upon to discuss their requirements and any planned activities.
5. Coordinate outreach activities with other church leaders to minimize conflict with their planned activities and to maximize success.
6. Provide a timely and accurate schedule of outreach activities and keep the congregation informed of events by coordinating the publicity for such activities through the appropriate channels provided by the church. (E.g. monthly newsletter, special mailings, posters, bulletin announcements, web page, etc.)
7. Remain accessible (by phone and email as a minimum) to all members and church leadership and inform them when a method of contact changes.
8. Do your best to notify the church leadership prior to all unforeseen and untimely absences from regularly scheduled events, and provide a suitable substitute in the case of anticipated absence.