

### **Position Overview:**

The Director of Missions and Outreach is responsible for overseeing and implementing the local, national, and international outreach opportunities of Fellowship Community Church. They will coordinate and maintain the multiple ministries represented on the Global Outreach Team, leading team members to champion the outreach ministries of FCC. They will keep the church informed about ongoing Outreach involvement and maintain communications with every FCC Ministry Partner. They will recruit, train, and coordinate all outreach project leaders and project budgets.

### **Responsibilities:**

- Plan, organize, and oversee major outreach events: School service days, Community Festival, Grocery Collections, Missions Conference, etc.
- Research, survey, and evaluate the community to determine what outreach ministries are most needed and evaluate if existing FCC outreach ministries are being effective at transforming the community and involving FCC volunteers hands-on.
- Develop new ministries as needed under the direction of senior pastoral leadership.
- Promote a positive image of the church in the community while meeting real community needs.
- Oversee budget and expenditures for all outreach ministries.
- Organize the church's efforts in supporting local, national, and global missions.
- Lead the Global Outreach Team
  - Recruit new members as needed.
  - Schedule quarterly meetings and plan and manage the agendas.
  - Implement the outreach strategy of the church.
  - Maintain good relationships with ministry partners and organizations the church supports.
- Recruit and provide training for short-term project leaders to lead effective teams.
- Educate the church regarding missions.
- Oversee core outreach ministries (Empty Chair, School Adoptions, etc.) and meet monthly with their leaders.
- Develop and maintain leaders in all areas of outreach as needed.
- Recruit, develop, and maintain volunteers.
- Follow up on communication cards where people ask for information about any aspect of Outreach or express interest in pursuing salvation.
- Provide training to those who desire to help others journey toward a relationship with Jesus Christ.
  - Provide ongoing support and training materials as needed.
  - Plan annual evangelism training for each campus.
- Other duties as assigned by supervisor.

### **Qualifications:**

- Philosophical alignment with church leadership.

- Passionate about casting vision and developing leaders.
- Demonstrated leadership for the church and theological discernment.
- Possess influence, verbal communication skills, and cultural awareness.
- Commitment to personal evangelism and church-wide mission involvement.
- Proven success at multi-tasking, time management, organization, and prioritizing.
- Proven ability to work with and maintain positive, loyal relationships with those inside and outside the church.
- Good standing FCC membership; stable, mature Christian walk exhibiting the fruits of the Spirit (Galatians 5:22-23)
- Excellent management and leadership skills
- Forward-thinking, analytical, and problem-solving skills
- Well-developed interpersonal skills and biblical conflict management

**Educational/Experience Requirements:**

- 1-3 years of related experience in evangelism, missions, and outreach work.
- Experience supervising employees and volunteers.
- Proven track record in implementing church growth and discipleship.

**Additional Information:**

We thank you in advance. The Search Team requests that you please respect our process by following these ground rules:

Candidates will submit documents and communications **VIA EMAIL ONLY** to **missionsearch23@gmail.com**.

**Send documents directly by email; do not submit them through the job hosting site.**

1. Cover Letter
2. Resume
3. Three professional references

The Search Team will notify the candidate:

- With acknowledge receipt of the application and send the questionnaire after the initial screening via EMAIL ONLY.
- In the event a telephone interview is requested.
- When references will be contacted prior to the personal interview only.
- In the event a visit should be scheduled for an interview.

**Candidates are asked not to call, email, or make personal visits to talk with church staff, church members, or Search Team members.**