



Job Description

Title:	Director of Outreach
Purpose:	To effectively build and lead a ministry of compassion, outreach, and mission for the congregation of First Presbyterian Church of Lynchburg.
Accountability :	The Director of Outreach reports directly to the Senior Pastor/ Head of Staff and the Session of First Presbyterian Church of Lynchburg.
Focus:	<ul style="list-style-type: none">◆ To love God and to love others◆ To have a grounded relationship with Christ and to be able to share that faith through outreach and life opportunities with congregants of all ages within First Presbyterian Church of Lynchburg, VA and others as connected◆ To encourage congregants and others through outreach ministry to grow in their relationship with Christ, invest in the life of the church and the community, and inspire congregants to faithfully respond to Christ's command to "love your neighbor" and "go, make disciples of all nations."
Goals:	<ul style="list-style-type: none">◆ Advance the theological understanding of congregants of faithful outreach practices that contribute to serving God's kingdom◆ Facilitate ways to encourage and impact positive growth in participation and membership of First Presbyterian Church of Lynchburg, VA through outreach opportunities◆ Reinvigorate existing outreach opportunities◆ Identify and implement new programs and opportunities for outreach
Responsibilities:	<ul style="list-style-type: none">○ Outreach:<ul style="list-style-type: none">• Collaborate with the Congregational Life Committee to develop measurable goals and objectives, achievement strategies, and assessments for hospitality practices, congregant experience, and new member processes.• Plan, organize, and implement relationship building programs to support hospitality, congregant experience, and new member opportunities.• Collaborate with the Service and Outreach Committee to develop measurable goals and objectives, achievement strategies, and assessments for evangelism and service programs and initiatives.• Plan, organize, and implement transformational service projects and activities for all congregants.• Foster and strengthen relationships with liaisons from local, national, and world mission partners through active volunteer efforts.• Encourage, recruit, and organize congregants of all ages to use their gifts and abilities to give back to others. Integrate children, youth, adults, older adults, and families.• Collaborate with community outreach programs.• Collaborate with the Service and Outreach Committee in the assessment of benevolent support.• Participate occasionally in worship leadership, especially involving outreach related worship opportunities or initiatives. This may include preaching if applicable.• Help identify healthy outreach practices and provide related educational opportunities.○ General Administration:<ul style="list-style-type: none">• Work collaboratively with the staff, session, and congregation.• Participate in weekly scheduled staff meetings and monthly stated Session meetings.• Participate in bi-annual scheduled staff retreats for worship and program planning.

- Assist with content preparation for bulletins, monthly newsletter, and other social media communication outlets.
- Serve as ex-officio member of the Congregational Life and Service and Outreach Committees assuring comprehensive integration of hospitality, relationship building, and local, national, and world service opportunities.

Qualifications:

- Minimum of a 4-year undergraduate degree with a sense of call to serve God's church with a special focus in hospitality, congregant experience, new member processes, and mission.
- Affiliation with or advanced knowledge of Presbyterian Church (USA) Theology and Polity.
- Advanced knowledge and skill with technology, including word processing, spreadsheets, presentations, social media, and video conferencing.
- Ability to communicate effectively with all ages.
- Experience in public speaking and leading large groups of people.
- Experience in planning, organizing, and implementing outreach ministries for all ages.
- Experience and passion for recruiting and training volunteers to express their faith through service to others.
- Knowledge and passion to share the good news of the gospel to people outside the church.
- Knowledge and passion for hospitality and new member processes.
- Experience and skills in relationship building and community development.

Evaluation: Performance reviews will be conducted semi-annually by the Senior Pastor/ Head of Staff and annually by the Personnel Committee.

Employee Class: Full-Time with Benefits

Compensation: Base Salary (Starts at \$40,000)

Interested applicants should provide the following information to outreachfpclly@gmail.com:

- Cover letter
- Resume
- Three references
- Completed application (application available at www.fpcly.org)

Applicants are encouraged to direct any questions about the position or application process to Gary Williams at outreachfpclly@gmail.com.