



Outreach/Missions Director

Sunset Avenue Church of God - Asheboro, North Carolina

Position Description

The Outreach/Missions Director will support the Pastor, Pastoral Staff, Elders, lay leaders, and volunteers of Sunset Avenue Church of God (SACOG) to fulfill its mission to:

Declare the Gospel of Jesus Christ.

Discover the truths of Scripture and their application for everyday living.

Develop mature disciples in pursuit of Christ-likeness.

Deploy disciples into active ministry, in the home, the church, the community, and the world.

Delight in the Lord, knowing that our deepest pleasure is found in a lifestyle of worship.

To accomplish these goals, the Outreach/Missions Director will work with Ministry Staff and volunteers to explore ways to improve and expand existing program areas as well as develop and implement comprehensive new ministry strategies to deploy into our homes, church, community and world.

The following description is meant to be a guideline whereby the Outreach/Missions Director can understand expectations.

Qualifications

1. A Degree in Discipleship, Pastoral Ministries, Communications, or Foreign Language (preferably Spanish) is desired, however, equivalent experience would be considered.
2. A minimum of five years' experience involving discipleship and outreach is desirable. Preferably in a church with 300+ average attendance. Must have a record of proven performance. (Other experience will be considered)
3. Must be able to relate to and work closely with the Senior Pastor in executing his vision for the church.
4. Must be a strategic thinker and leader with proven history of consensus and team building. This position will require extensive interaction with both Ministry Staff and laypeople and will require excellent interpersonal skills.
5. Must have the gift of teaching.
6. Must be able to communicate effectively and compassionately both orally and in writing with individuals and groups. Since this position will require interaction with others ranging from one-on-one consultation to presentations to large groups, a professional appearance and the ability to communicate well is essential.

7. Must be able to interact with Community outside the Church setting.
8. An ability to speak, write and teach in Spanish preferred.
9. Must be able to work with standard electronic media including but not limited to Microsoft Word, Excel, Outlook, Power Point, and similar word processing and presentation hardware and software.
10. Must meet Biblical qualifications for Church leadership and support the Doctrines of The Church of God (Cleveland, TN) as outlined in its Statement of Faith, as well as the Articles of Incorporation, By-Laws, and the Policies and Procedures Manual of Sunset Avenue Church of God.
11. Must have a clean criminal and driving record (excluding minor traffic violations) and be prepared to authorize release of information for background and criminal records checks.

General Responsibilities

The Outreach/Missions Director will be responsible for working with all areas of our fellowship to provide opportunities for Declaring the Gospel and Deploying Disciples. In partnership with the Pastoral Staff, Elders and Ministry Leaders they are responsible for:

1. Enabling the church to carry out the Great Commission.
2. Developing a team to do Outreach
3. Leading the Missions Committee.
4. Overseeing and coordinating with the Mission Committee to plan, prepare and maintain budgets for Missions.
5. Researching, planning, developing and obtaining curriculum, equipment and supplies needed to support Outreach and Missions.
6. Identifying, recruiting, training, equipping, supporting and counseling qualified leaders for Outreach and Missions. Including but not limited to Trip Leaders for Mission Trips.
7. Coordinating with Mission Committee to plan annual Missions Event.
8. Selecting, developing, preparing, and presenting pastoral and volunteer leaders with training materials as needed.
9. Staying abreast of current Outreach/Missions development methods and implement/modify as needed to reach the un-churched in our community.
10. Encouraging participations in Sunday School, Family Training Hour or various Bible Studies during the week and joining a Small Group.
11. Developing Spanish speaking Bible Studies & Small Groups.
12. Assisting the Discipleship/Small Group Pastor in developing groups as needed in areas of Outreach. (Bible Study & Small Groups)
13. Communicating and promoting Outreach and Mission opportunities.
14. Guiding and equipping the church to deploy into active ministry in the home, the community, the church and world.
15. Coordinating with other areas of ministry to plan and oversee special events locally (Serve Asheboro, Trunk or Treat, etc.)
16. Assisting the Senior Pastor and Pastoral Staff in developing curriculum of study based on sermon series.

Additionally, the Outreach/Missions Director will contribute to the establishment of strategy, philosophy, and direction of the church. They will establish and maintain Policies and Procedures concerning the operation of Outreach and

Missions, including appropriately communicating directions and mentoring volunteer leaders.

Administrative Responsibilities

1. Maintain a constant presence within the body of Sunset Avenue
2. Expand and develop Outreach & Missions under Senior Pastors direction
3. Catalyze the design and development of new ministries for Outreach & Missions
4. Regularly attend all staff meeting as required. Report on ministry activities.
5. Managing all administrative functions for Outreach/Missions Ministry including long-range planning and budgeting for functions
6. Submitting activity and financial reports and records in a timely manner.
7. Execute and facilitate the directives of the Senior Pastor
8. Other duties as assigned by the Senior Pastor
9. When requested by the Senior Pastor, Personnel Committee or Elders, submit reports which detail the status of ministry area including strengths and weaknesses, short-term and long-term needs, short-term and long-term plans to meet those needs, and status of previously identified needs

Relationships

The Outreach/Missions Director reports directly to the Senior Pastor and works in close relationship to the Discipleship/Small Groups Pastor. All matters concerning salary, benefits, or other terms and conditions of employment are subject to the recommendation of the Personnel Committee and approval by the Administrative Council of Elders.

Compensation Package

Salary and other compensation will be based on qualifications and experience. A detailed compensation package will be furnished for consideration at the time of final interview. This will be a part-time position with a flexible work week.

The position described was prepared to represent the general requirements of the position and may be subject to change based on the needs of the Church.

SACOG's Articles of Incorporation, By-Laws, and Policies and Procedures Manual govern all terms and conditions of employment.

Application Procedure

Our desire is to fill this position as soon as possible and we will continue reviewing candidates until the right person is identified. Interested and qualified individuals should submit their resume (postmarked by August 13, 2018) and must include a family photo and salary history.

Sunset Avenue Church of God
Attn: Personnel Committee
PO Box 938
Asheboro, NC 27204

E-mail to Pastor's Administrative Assistant: chudsoncog@triad.twcbc.com