

## **Director of Outreach**

**Overview:** The Director of Outreach provides oversight of all strategy and supporting processes for the church-wide ministry opportunities outside of The Bible Chapel.

### **Responsibilities:**

#### **Global Outreach:**

- Oversees Global Outreach Team (GOT) and their roles, meeting monthly as well as acting as the TBC leadership team liaison.
- Works in conjunction with the GOT, providing primary support for the Global Workforce in other countries or locations (including but not limited to Thailand, Spain, Kenya, Panama, Hungary, Dominican Republic and England).
- Regularly communicates with the Global Worker teams, providing updates, support while traveling, etc. Also communicates prayer concerns to the congregation.
- Partner with the GOT to determine evaluations and visits of the global ministries, working to procure appropriate financial support through oversight of the Global Outreach budget (short- and long-term management and forecasting of the budget and expense).
- Partner with GOT and leadership to identify, recommend and select future global partnerships and support locations and possible Global Worker teams.
- Select and oversee global mission trips including - but not limited to – timeframes, selection and appointment of applicable leaders and treasurers, recruitment and communication to team members, team training oversight.
- Primary point of contact for Global Worker trips (both while physically on trip or while at home while other teams are traveling and supporting the work).
- Ability to travel to several Global Outreach trips per year, when applicable

#### **Local Outreach:**

- Oversight and responsibility for all TBC local outreach relationships including Choices Pregnancy Services, City Missions, Light of Light Rescue Mission, Harvest Street Mission, Caring Trees, Operation Christmas Child, Samaritan's Purse, and Foster and Adopt.
- Maintains relationships with key ministry partners, ensuring appropriate budget allocations, congregational involvement/support and communications within TBC.
- Research and recommend new outreach partners for consideration.
- Communication, recruitment, training and guidance for volunteers within the TBC local outreach involvement.
- Guidance and responsibility for all Local Outreach church-wide events (i.e. Angel Tree, Operation Christmas Child, Choices Baby Bottle Campaign).
- Communication for local outreach information to congregation through various mediums (i.e. website, social media, email blasts, outreach wall) working with the Media teams within TBC.

#### **Sports Ministry Outreach:**

Works in conjunction with the Director of Sports Ministry to guide and assist in setting vision and direction for all Sports Ministry outreach (i.e. Upward, adult sports).

**General:**

- Effectively communicates all outreach information to congregation through all mediums including website, social media, email blasts, outreach wall, etc.
- Regular attendance at church services, meetings, activities, staff functions, and events as required
- Other Responsibilities: As assigned by Supervisor

**Spiritual Gifts:** Leadership, Administration/Operations, Shepherding and Guidance, Teamwork

**Experience:** The ideal candidate should be a mature believer in Jesus Christ and possess 3+ years of local and global outreach work. This experience could include working with Global Worker organizations, volunteer management, local or global outreach trips and team building. The ideal candidate will have a passion for global outreach, a passion for involving others in this work, and a desire to build and highlight the work of outreach in and throughout the church. Bachelor's Degree or equivalent experience required, Master's Degree preferred.

**Time/Allocation:** Full-time, salaried (exempt level) position w/benefits

\*This Job Description is subject to change at leadership's discretion.