

Position Description

Position:	Local Outreach Director, $\frac{1}{2}$ Time (20 hours per week)
Organization:	Accountable to Pastor/Head of Staff with dotted line reporting to The Mission Committee
FLSA Status:	Non-Exempt – Salaried
Revision:	December 9, 2025

The heartbeat of this ministry is service in the community. The Local Outreach Director facilitates and empowers congregants to share Christ's love in tangible and relational ways out in the local community by cultivating meaningful partnerships with churches and organizations where there is need. This position connects the church with the broader community and is dedicated to service that is accessible, welcoming, and transformative.

This role is ideal for a missional leader with strong organizational and communication skills, a collaborative spirit, and a passion for empowering people for service to God. The position offers flexible work areas and schedules, recognizing that ministry often happens beyond regular office hours.

Position Responsibilities

A. Coordination and Facilitation

1. Coordinate Service Worship Sundays and additional smaller service projects throughout the year that are not necessarily on Sundays that will empower mission and cultivate community and camaraderie among the congregants serving together.
2. Create, coordinate, and facilitate existing and new opportunities for members of St. Andrew's and the wider community to engage in meaningful mission work that fosters relationships and shares and shows the good news.
3. Partners with the Missions Committee, community organizations, and other churches to sustain and establish collaborative relationships.
4. Nurture a team to help carry out these tasks with the support of others.
5. Serve as a key connector between the church and community partners—including nonprofits, service agencies, and civic groups—discerning and ensuring that service opportunities are thoughtful, inclusive, and responsive to community needs.
6. Empower and equip volunteers for the spiritual calling of a missional way of life by identifying, training, and supporting leaders for service opportunities.

B. Funding

1. Collaborate with the Missions Committee to oversee and steward funding for outreach ministries.
2. Seek and develop additional funding sources, including grants, donations, and community partnerships, to sustain and grow outreach efforts.

C. Communications

1. Develop and implement communication strategies, in collaboration with the Missions Committee and Director of Communications, to share outreach opportunities and celebrate impact both within the church and with the broader community.
2. Engage members and volunteers in telling the story of St. Andrew's outreach work to build enthusiasm and connection.
3. Communicate effectively in both written and spoken formats, to inspire the community of faith to make a difference in the community.

D. Education and Experience

1. A devoted faith in Christ that is open to the leading of the Holy Spirit.
2. A team player who works well with others from a variety of backgrounds.
3. Commit to and believe in the mission of St. Andrew's, "To know God and make God known through lives transformed by Christ."
4. Previous experience in mission, outreach, or community engagement is highly desired.
5. Strong proficiency with technology for communication, planning, and coordination is required.

E. Other Considerations

1. Demonstrate passion for sharing Christ's love through compassionate service and relationship-building.
2. Practice strong leadership, organizational, and volunteer management skills.
3. Participate in regular staff meetings and collaborate with church leadership.
4. Have the flexibility to work occasional evenings, weekends, and Sunday mornings, with an irregular schedule as needed for ministry events.

Note: This job description is not meant to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.