

JOB DESCRIPTION
DIRECTOR OR ASSISTANT PASTOR OF OUTREACH
ST. ANDREWS PRESBYTERIAN CHURCH, COLUMBIA, SC

GENERAL DESCRIPTION

The Director/Pastor of Outreach will join the staff and leadership of Saint Andrews Presbyterian Church in carrying out the ministry vision of the church to “help people joyfully know Jesus Christ, love Him more, and serve Him better” through equipping and mobilizing the membership to engage our community with the Good News of Jesus Christ with additional emphasis on ministry to young adults. Provides visionary, strategic, innovative, administrative, pastoral/director leadership for outreach ministries and has a love for people and serving others. Provides administrative direction and services as specified.

QUALIFICATIONS & SKILLS

The gospel is daily manifested in his/her life and is the driver of spiritual growth.

Deep love for Christ’s Church and willing to become a member of SAPC if not one already.

Dependent upon and guided by prayer.

Evidence of a shepherd’s heart with a vision and love for the lost.

Efficient in planning, organization, and execution.

Excellent communicator in person, via email, and through public speaking.

Works well with and encourages team members, especially in areas of ministry collaboration.

A coachable, teachable self-starter who is self-motivated and hard-working.

Creative, strategic, and entrepreneurial thinker.

Expressed promise to support the Church in its worship and work.

Submission to the government and discipline of the Church and a promise to support its purity and peace.

ESSENTIAL JOB FUNCTIONS

Assist the church staff and volunteers to continuously create new events and avenues for inviting new people to eventually become regular attendees of SAPC services.

Facilitate staff and ministry leaders to incorporate gospel outreach churchwide.

Oversees the Outreach Team to develop and mobilize a vibrant ministry team that recruits, equips, and deploys volunteers in outreach and evangelism.

Implement a strategy that creates an engaging visitor experience from first visit to membership.

Engage prospective members through management of personal contact, information centers, and visitor materials.

Support the Senior Pastor in planning for and executing the Membership class.

Work with Pastor of Spiritual Formation to connect new members to the church body and participation in church ministries through one-on-one meetings, a "Ministry Fair", and other creative means.

Serve as staff liaison for Missions Team working closely with the Senior Pastor and Chair of Missions Team to promote congregational involvement in mission opportunities and activities.

Liaison with our local outreach partners/organizations, providing ministry updates and mobilizes church members to volunteer.

Lead ministry to young adults developing a ministry plan, including the fostering of community and direct discipleship.

Additional ministry opportunities and administrative responsibilities to be determined based on the church's needs, and applicant's gifts, expertise, and experience.

Perform other duties as assigned.

PREFERRED EDUCATION AND EXPERIENCE

This position requires work experience as a staff member in a ministry leadership capacity. Possession of a bachelor's degree in Biblical studies or related fields is preferred. (Extensive ministry experience, in some cases, can be substituted.) The successful individual will be a strong leader with a solid work ethic and the ability to administrate as a department head. Working knowledge and/or ability to engage with Microsoft Office, church database/ministry tool, various social media platforms, and other related applications.

OTHER JOB REQUIREMENTS

Full-time staff are expected to serve the needs of the ministry as a guide. This will ordinarily require at least 50 hours per week to accomplish this work.

Position reports to the Director of Ministries and a regular plan of office time and "off" time will be made with the Director of Ministries.

Package includes salary (commensurate with experience), standard benefits, holidays, sick leave, and vacation.

Interested parties should send resume, cover letter of interest, and 3-5 references to Rev. Marc Rattray, Director of Ministries and Worship and Arts at marc@sapc.net.