



ROCK
C H U R C H

JOB DESCRIPTION

Position: **Outreach Director**
Reports to: **Send Ministry Pastor**
Position Status: **Regular; Full-Time Exempt**

Department: **Outreach Department**
Effective: **April 29, 2008**
Replaces: **All previous**
Position Number: **RC-34-11**
Posting Date: **September 7, 2011**
1st Closing Date: **September 13, 2011**

Position Summary: The Outreach Director is responsible for the daily operations and management of the Outreach (Baby Rock) Ministries. The Outreach Director collaborates with the Send Ministries Pastor and Rock Church Staff for the purpose of Saving, Equipping and Sending out soul winners for Jesus Christ. The Outreach Director reports directly to the Send Ministry Pastor.

Job Responsibilities and Duties:

1. Assist in growing volunteer ministries by educating Baby Rock leaders on how to successfully run a ministry here at the Rock Church.
2. Responsible for connecting people in the church with the Outreach Ministries.
3. Assist Outreach Ministries with their needs and/or requests as it pertains to ministry growth.
4. Develop and maintain relationships with the Baby Rock leaders and volunteers through weekly emails, phone calls, ministry visits and volunteer appreciation events.
5. Assist in the overall management and completion of major Outreach Ministry events (i.e., Ministry Fairs, Baptisms, etc).
6. Ensure clear operating procedures and best business aspects are established in all Baby Rock Outreach Ministries in order to help ministries expand and become successful.
7. Manage an online resource for Baby Rock leaders in order to access information and resources, ask questions, and comment on Baby Rock Ministry needs.
8. Responsible for developing and maintaining relationships with other Outreach Pastors and Directors from other churches throughout San Diego County to build partnerships and expand the Outreach Ministry Network.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Send Ministry Pastor.

Job Skills and Requirements:

1. MBA preferred, but not required.
2. Pleasant personality (i.e., speaking to people on the phone, visitors and staff).
3. Ability to work well under short deadlines, manage multiple priorities, recognize and respond to urgent requests, and quickly adjust to changing priorities.
4. Ability to work in a high volume environment while maintaining solid productivity and quality of work.
5. Self-motivated and flexible with strong organizational skills and the ability to take a task or project through to completion
6. Must possess strong computer skills, including proficiency with spreadsheets, databases, and word processing software. Windows based software (Excel, Word, PowerPoint)
7. Excellent communicator: must be able to articulate clearly both in spoken and written form.
8. Demonstrated ability to react quickly and remain calm in emergency situations.
9. Strong relationally and the ability to oversee and lead.
10. Ability to recognize and maintain confidentiality as appropriate.
11. Ability to work independently or in a team-oriented environment.

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Strategic Ministry Model.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

Physical Requirements

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

Employment At-Will:

All employees of the Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate and employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.