

 <p style="text-align: center;">ROCK C H U R C H</p> <p style="text-align: center;">JOB DESCRIPTION</p> <p>Position: Outreach Director</p> <p>Reports to: Send Ministry Head Pastor</p> <p>Position Status: Full-Time, Exempt</p>	<p>Department : Outreach Ministries</p> <p>Effective: October 2009</p> <p>Replaces: All Previous</p> <p>Position Number: RC-25-09</p> <p>Posting Date: October 22, 2009</p> <p>1st Closing Date: October 29, 2009</p>
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Position Summary: The Outreach Director is responsible for the daily operations and management of the Outreach (Baby Rock) Ministries. Collaborates with the Send Ministry Head Pastor, Outreach Pastor and Rock Church Staff for the purpose of Saving, Equipping and Sending out soul winners for Jesus Christ.

Job Responsibilities and Duties:

1. Responsible for the overall management and completion of major Outreach Ministry events (i.e., Ministry Fairs, Baptisms, etc).
2. Implements and manages Evangelistic Outreach Leadership Training for Baby Rock Outreach Ministries.
3. Oversee Ministry Business Development for all Baby Rock Outreach Ministries to expand their Ministries and provide the resources to become self sufficient and successful.
4. Manage an online resource for Baby Rock Leaders to access information and resources, ask questions, and comment on Baby Rock Ministry needs.
5. Actively develops new Baby Rock Ministries through the ministry application process. Ministries will be placed within the following categories.
 - i. Outreach
 - ii. Hope & Support
 - iii. Music & Arts
 - iv. New Ministry (i.e. Missions)
6. Responsible for developing and maintaining relationships with Outreach Pastors and Directors with churches throughout San Diego County to build partnerships and expand Outreach Ministry Network.
7. Grows spiritually and in their knowledge in urban ministry and apologetics.

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 Head 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. Must be self-motivated and able to take a task or project through completion.
5. Excellent communicator: must be able to articulate clearly both in spoken and written form.
6. Demonstrated ability to react quickly and remain calm in emergency situations.
7. Strong relationally and the ability to oversee and lead.
8. Ability to recognize and maintain confidentiality as appropriate.
9. Proficient in MS Window operating system.
10. Self-motivated and flexible with strong organizational skills.
8. 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 Governance system.
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.