

POSITION DESCRIPTION

Position Title: Director of Local Outreach and Assimilation

Salary Grade Level:

Incumbent:

Reports To: AP/Family Ministry

Prepared by: Matt Willis

Date: August 26, 2019

Approved by: HR

Date: August 27, 2019

SUMMARY STATEMENT

The Director of Local Outreach and Assimilation will lead all aspects of Calvary's Local Outreach and Assimilation Ministry, coordinating with other staff members to develop strategies and plans to reach our community with the gospel while inviting guests and connecting attendees to serving teams, discipleship groups, and membership processes. This includes follow up with first-time guests, new believers, and decisions to become members of Calvary.

PRINCIPAL DUTIES

1. Cultivate a culture of personal evangelism, community outreach and congregational welcoming by providing regular opportunities for equipping and mobilizing of Calvary members.
2. Develop and lead volunteer teams to engage our guests and attendees at Central Campus for the purpose of inviting and encouraging them to take their next steps of faith and obedience.
3. Provide visionary oversight, training, and encouragement to each of the Next Steps/Assimilation Ministry Teams including the Connection Point in the lobby.
4. Cast vision for and implement new strategies for outreach, guest engagement, and follow-up including Starting Point/Next Steps decisions.
5. Coordinate Calvary's staff and lay initiatives to engage our guests to become more engaged at Calvary through discipleship groups, serving teams, and church membership.
6. Manage the Starting Point/Next Steps class for guests and those seeking church membership.
7. Maintain accurate guest registration information.
8. Manage the budget process and other resources allocated for these areas of ministry.
9. Other appropriate duties as assigned.

POSITION REQUIREMENTS OR STANDARDS

- College degree at minimum with at least two years of related ministry experience.
- Master's degree preferred.
- Works well with others and maintains a team approach to staff relationships.
- Demonstrates ministry, organizational, and leadership abilities.
- Demonstrates ability to mobilize lay persons for ministry by providing them with direction, training, and encouragement.
- Demonstrates a desire to serve God by serving the needs of our guests and working to ensure the best possible presentation of our church and its ministries.
- A teachable spirit and the desire for constructive feedback which facilitates personal growth and professional development.
- A mature and growing relationship with Christ evident in both personal and ministry relationships.