

**POSITION: OUTREACH MINISTER
ELMWOOD CHURCH of CHRIST**

Overview Description:

The Outreach Minister helps the church move to where God wants the church to be in the process of making Christ known in the community.

General Responsibilities:

This minister focuses on church growth and development, especially as it relates to equipping and working with Elmwood members to evangelize and serve. Priority is placed on reaching out, in the name of Jesus, to people who live near the building and people in need of assistance. This minister also assists with other Elmwood ministries.

Specific Duties:

1. Design, plan, execute, and oversee Elmwood's outreach efforts, working as needed with the deacons/ministry leaders of local outreach and the food pantry.
2. Develop each year a mission plan to be presented to the elders at the annual review.
3. Equip Elmwood members for the task of outreach.
4. Minister to Spanish-speaking people.
5. Mentor Spanish-speaking churches around the region.
6. Provide Spanish-language worship services or livestreams.
7. Work in the food pantry and provide spiritual assistance to the clients.
8. Be available for church services and special events.
9. Work in the church office and help members and visitors to the building.
10. Give at least a month's notice to the staff elder of vacations or other planned absences. Make sure the staff elder knows which days each week are planned as days off. Find an appropriate substitute for missed events, classes, etc., particularly Sundays and Wednesdays. In emergencies, work to find last-minute replacements and notify the staff elder immediately.
11. Attend Elmwood leadership team meetings.
12. Preach periodically at Elmwood.
13. Engage in other ministry tasks as requested by the elders.
14. Serve under the leadership of the elders.