



JOB DESCRIPTION

Job Title: Minister of Outreach

Date: Sept. 2023

Reports To: Executive Minister

FLSA: Exempt

Classification: Clergy

JOB OVERVIEW

The Minister of Outreach provides leadership, guidance and program management for outreach and justice initiatives. The minister creates/implements a cohesive vision for outreach and justice at University Christian Church including interdisciplinary collaboration, building positive relationships with community partners, management of outreach spending, and oversight of mission experiences. The minister joins with other clergy, staff and lay leaders to prayerfully lead and equip our faith community to be God's church at work in the world. The minister needs an outgoing and authentic spirit, an ability to adapt to rapidly changing environments, and an engaging style of connecting individuals to one another, the larger church body and the community beyond the walls of University Christian Church.

ESSENTIAL FUNCTIONS

Outreach:

The minister will serve as staff liaison to Outreach Ministry Division, Outreach Finance Committee and Mission Pilgrimage Committee and work with clergy, staff and church leadership to engage our membership in demonstrating the love of God through Jesus Christ in ways that offer help, hope, healing and reconciliation to individuals and families within and beyond our community. Responsibilities include the following:

- Support Outreach ministry leaders in the planning, promotion, implementation, and evaluation of service and mission opportunities.
- Work with the Communications team to promote service and giving opportunities and tell the story of UCC at work in the world.
- Recruit, engage and connect members to serve in UCC ministries. Build caring partnerships and foster mutual ministries within the Christian Church (Disciples of Christ), other faith-based communities, and local human services organizations serving those in need.
- Work with Outreach and Outreach Finance Committees in the review and allocation of grant requests and the distribution of funds.
- Work with the Mary Louise Page Scholarship committee in the selection of scholarship recipients.
- Participate in Children's Closet Advisory Board meetings.

Justice in the Community:

The minister will seek to inform and educate congregation members and the public in areas of social concern; to find ways and means to rectify social injustices; to sponsor and support groups organized to deal with social problems; and to develop informed leaders to foster a just and peaceful world. Responsibilities include the following:

- Work collaboratively with UCC members to organize action teams around common justice concerns such as care for the earth, diversity, affordable housing and more.
- Conduct educational programs (worship services, seminars, and forums) to raise consciousness about social issues.
- Promote activities to encourage participation.
- Create alliances with community, ecumenical and denominational organizations.
- Develop, coordinate and administer a Mission Pilgrimage program for the church, focusing on the community, the nation and the world.

Ministerial Duties:

- Provide regular leadership in worship services.
- Officiate for weddings and funerals as requested and assigned.
- Preach when assigned by Senior Minister.
- Serve in the “on call” pastoral care rotation.
- Provide oversight and personal engagement in the emergency assistance program.
- Participate in weekly interactions as assigned by Congregational Care.
- Perform additional duties as assigned by Senior Minister.

Administration:

- Oversee administration and budgeting of UCC’s Outreach and Justice in the Community ministries.
- Participate in weekly and called staff meetings, clergy meetings, assembly meetings and a variety of outreach-related meetings.
- Represent UCC at community and DOC events as assigned.
- Help to plan promotional materials and submits articles for UCC publications that encourage participation in Outreach and Justice events. Oversee and contribute to social media and website content.

EDUCATION & EXPERIENCE

- M. Div or equivalent degree
- Ordination preferred
- Experience with non-profit and/or grant management a plus

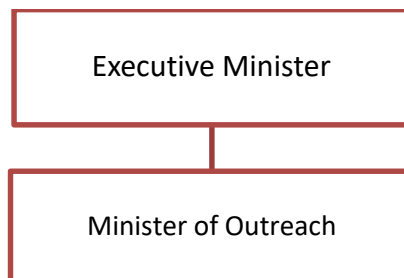
COMPETENCIES, SKILLS, CERTIFICATIONS & LICENSES

- Love of God and a passion for serving Christ's Church
- Continual work on personal spiritual development and physical well-being
- Commitment to working in a team environment with colleagues, peers, and lay leaders
- Relational, warm, and inviting
- Strong organizational skills
- Strong verbal and written communication skills

PHYSICAL & MENTAL DEMANDS

- Frequently requires problem-solving, thinking beyond what's been tried or is typical
- Necessitates attention to detail and mental concentration for accurately performing tasks, working in a fast-paced environment, and handling frequent interruptions
- An ability to manage simultaneous projects is essential, including displaying effectiveness in handling details and executing multi-step endeavors
- Capability to lift, bend, and carry packages and equipment

ORGANIZATIONAL RELATIONSHIPS



The above statements describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.