

## **Outreach Ministry Leader Job Description**

1. Encourage whole membership to be active in outreach in their own communities, workplaces and during our church's scheduled times
  - a. This must be done very intentionally
  - b. If one expects volunteers and is passive in this position he will quickly grow discouraged because of lack of involvement
  
2. Take leadership in every planned outreach time
  - a. Select teams
  - b. Select place and times
  - c. Prepare materials
  
3. Select and/or prepare presentations in order to promote more involvement  
\*videos, skits, testimonies, Scripture reading, etc...
  
4. Work in tandem with the Sunday School Department and the Pastors getting to know visitors
  - a. Review the visitor flow sheet of people who attend the worship service
  - b. Contact Sunday School teachers and help them to get new folks into their class
  - c. Be involved in the visitor follow-up
  
5. Keep records of all who attend or show interest
  - a. Anyone who shows interest via neighborhood outreach, attendance, events, Sunday School should be kept in our record for follow-up
  - b. Give copies of these records monthly to the Pastors
  
6. Give regular reports to the congregation sharing successes and failures in this ministry to encourage involvement and prayer
  - a. Share numbers of contacts
  - b. Tell the church who the visitors are and how to contact them
  - c. Encourage the membership in hospitality toward contacts made during outreach
  
7. Be diligent in attempting to get new contacts, visitors and regular attendee involved in discipleship with the goal of fulfilling the Great Commission
  - a. Remember the end goal is not conversion, it is discipleship
  - b. Salvation is the means to the end goal of Worship
  
8. Learn and teach the various biblical methods of outreach to the membership
  
9. Be a support to those who may need encouragement - and with your support, encourage them to serve in the outreach ministry (someone who may not be bold might get involved if there were this kind of support)
  
10. Pray diligently that the Lord will bless all our efforts done according to His will and correct any that are out of His will.  
\*never let a program or a methodology replace the clear Biblical methods.