



Believers Temple Word Fellowship Church Position Description

Division	Ministry of Helps
Position Title	Director/Assistant, Outreach & Evangelism (Volunteer Position)

Position Summary

Under the general direction of the Ministry of Helps Administrator and Assistant Administrator, the Director is responsible for partnering with the assigned MOH facilitator to ensure that the ministry operates efficiently and effectively; and promotes the overall vision, mission and values of Believers Temple Word Fellowship Church. The director of the outreach & evangelism ministry is responsible for raising the awareness of the available ministry opportunities within this local church among both the unsaved and un-churched. This position will be responsible for developing outreach and evangelism program initiatives and activities that lead to an increase in new membership within this local church, as well as an increased awareness of Jesus Christ among community residents within proximity of this local church.

Essential Duties and Responsibilities

1. Establish annual outreach/evangelism new contact, new member, and new salvation goals.
2. Develop/Implement strategic outreach/ evangelism plan that raises awareness of the churches services and ministry programs; and increases the churches membership numerically to reflect quarterly goal attainment, leading to a year over year increase in the churches membership.
3. Develop annual calendar of ministry activities that support the achievement of the ministry's goals and objectives.
4. Plan and oversee all activities in connection with churches baptismal process.
5. Performs other ministry duties as assigned.

Knowledge, Skills and Abilities

- Ability to effectively communicate both verbally and in writing

- Ability to clearly and effectively share the importance of having saving hope in Jesus Christ
- Ability to lead a team
- Sound judgment and the ability to manage confidentiality
- Dependability/accessibility
- Critical thinking and problem solving skills
- Ability to multi-task, managing several complex projects at once
- Customer service focus
- Working knowledge of and access to the internet and email
- Excellent organizational skills