



GRACE BAPTIST CHURCH

DIRECTOR OF MINISTRIES

The Director of Ministries creatively inspires an outward missions and ministry focus. They develop and lead ministries to assimilate new believers and members into the church.

A key aspect of the Director of Ministries position is assimilating new believers and members into our church. This begins when our members share their faith with others and continues as guests view our church website and arrive at Grace. We desire that each guest feel welcome and part of our church body as they worship and participate in ministry activities and service. As attendees begin to make decisions about the church home God is calling them to, we actively reach out and provide support and the information they need. This assistance includes locating a small group and a place to serve and ministry that aligns with their gifts, passions and experience.

Grace Baptist Church is located in the suburbs, south of Washington, D.C., in a vibrant, growing county. We believe that the fields are ripe for harvest in our community and we desire to reach out and minister to those God has placed here. The Director of Ministries position provides an opportunity to make a difference in the lives of people who work in the Washington DC area who will continue their ministry as they leave to serve at new locations in the United States and other countries. We view our national and international mission trips as part of God's call to our church to go into the world and make disciples of all nations.

Ministry Area/Department	Outreach Ministries
Position	Director of Ministries
Accountable To	Executive Pastor
Ministry Target	Unbelievers • People in our Community • New Believers • Church Guests • Church Members
Position Is	Category I (full-time salaried)
Spiritual Maturity Level	Exhibiting daily walk • Maturing Christian • Passion for Prayer • A sense of calling into ministry



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Talents or Abilities Desired	A heart for evangelism • High energy and Enthusiasm • Effective organizational and planning skills • Leader of Leaders • Team builder • Effective communicator • A desire for people to use their spiritual gifts • Task oriented
Experience Desired	Leadership experience • Leadership / development / oversight of outreach ministries as a member of a church staff or volunteer • College degree
Best Personality Traits	Outgoing • Vibrant • Friendly • Compassionate • Leader
Passion For	The Church of Jesus Christ • Reaching Others • Equipping the saints for ministry (Eph. 4) • Transforming, equipping and sending God's people • People involved in the life of the Church
Requirements	Become a church member

ANTICIPATED TIME COMMITMENTS

1. Category I Employee: On campus for weekend worship services (currently Saturday night and Sunday morning), Wednesday nights, outreach ministry activities and meetings with members and church staff meeting and prayer. Participation/oversight of the outreach aspects of special events (on or off campus) and involved in community events to reach out to others. Work week is typically 40-50 hours, with flexible office hours, and one weekday off plus Saturday (except for the evening worship service).

RESPONSIBILITIES/DUTIES

OUTREACH

I. REACHING UNBELIEVERS

1. Work with other staff and missions teams to facilitate outreach and evangelism strategy
 - a. Develop/oversee ministries to reach, engage, and serve unbelievers with the gospel and Christ's love in our community and around the world. Encourage and oversee national and international mission trips and ongoing ministries



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- b. Coordinate local language ministries to reach and serve the many internationals in our community (e.g. Hispanic).
- c. Develop/oversee service ministries that seek to meet physical needs.
- d. Develop and oversee training to equip the body for sharing their faith.

ASSIMILATION

I. BRIDGE BETWEEN A BELIEVER AND BAPTISM

1. Encourage new adult believers to follow Christ's example of baptism. Lead a team that teaches the meaning of baptism and prepares new believers to participate.
2. Coordinate and organize the scheduling and administration of baptisms for all ages at the church.

II. BRIDGE BETWEEN GUESTS AND CHURCH MEMBERSHIP

1. Oversee and organize a ministry to welcome guests as they come to attend worship services, education programs, or special events. Make contact with guests to build relationships, answer questions, provide information, and connect them with others in the church.
2. Organize and coordinate regular meetings to introduce guests to the church staff, church ministries, and a fellowship time with the Senior Pastor.
3. Organize and oversee renewing covenant membership each year.

III. BRIDGE BETWEEN MEMBERS AND MINISTRIES

1. Oversee a program to assimilate new members into the church and to help them find a place of service/ministry at the church.

V. OTHER DUTIES

1. Participate in church planning, conducting, and evaluating of services, ministries, and activities;
2. Plan and direct training and equipping sessions for Outreach ministry leaders / volunteer workers;
3. Submit annual Ministry Plan and budget requirements for Outreach Ministries to the Ministry Council and monitor and oversee execution of the Ministry Plan and budget during the year;
4. Solicit/provide Body Life ministry reports for Outreach ministries;
5. Participate in staff meetings and leadership training sessions/retreats;
6. Set up and position chairs and tables (20-40 lbs.) for some Outreach meetings and lift and distribute literature and Outreach hospitality materials weighing 10-40 lbs.
7. Assist in other tasks as assigned.