



## **Position Opening: Outreach Minister**

**Volunteer Position Title:** Outreach Minister

**Supervisor(s):** Lead Pastor

**Department:** Clergy

### **MISSION**

Founded in 2000, Zion Community Church is a community-focused church based out of Philadelphia, PA. Our mission is to lead individuals to Christ so that they can experience authentic redemption and be set free. We aim to be a community-focused church that puts the love of Christ into action.

This is a part-time volunteer position. Interested candidates should please email a cover letter and resume in pdf form to [office@zionphilly.com](mailto:office@zionphilly.com).

### **General Position Description**

Under the supervision of the Lead Pastor, the Outreach Minister is responsible for all aspects of connecting the church to the community and helping new individuals to become part of the congregation. This includes advertising, marketing, outreach focused special events, newcomer assimilation, and evangelism. Additionally, the outreach Pastor is responsible for leading the church's missionary and community service efforts.

### **Responsibilities**

#### **Evangelism**

- Inspire and assist members to develop a life-long calling of mission work, to be engaged in ZCC outreach opportunities, and to participate in our short-term and long-term mission trips to Kolmini, Haiti.
- Encourage, support, and communicate regularly with our missionaries.
- Coordinate the printing of ZCC evangelism brochures for mass distribution.

#### **Community Service**

- Organize volunteers to manage the ZCC food pantry and to coordinate the pick-up, delivery, and the distribution of the food.
- Organize volunteers to manage the ZCC Green team; Must serve as direct point of contact for the Pennsylvania Horticultural Center Tree Tenders Program as well as for Tree Philly.
- Coordinate monthly acts of kindness a.k.a "Help & Hope".

#### **Hospitality**

- Serve as a mentor to the Church Greeters & Ushers
- Coordinate the schedules and rotation of Church Greeters & Ushers
- Oversee the Church Welcome Center
- Oversee the set-up and planning of membership classes



### **Community Engagement**

- Manage volunteer database and coordinate volunteer trainings
- Establish and coordinate partnerships with Pastors of local churches as well as care and outreach organizations outside our church fellowship.
- Integrate outreach/missions into all age groups and ZCC Ministries.
- Establish relationships with local business and influencers to support the community.

### **Qualifications:**

- Associate's Degree required; Bachelor's Degree preferred
- Must be an ordained minister or willing to enroll in ZCC training to get on the track of ordination.
- Must be saved, baptized, and born again.
- Must respect and support the vision of the lead Pastor
- Ability to deal effectively and tactfully with a wide variety of individuals – in person, over the phone and in writing.
- Warm, enthusiastic and welcoming to members and guests as expected in a Christian environment.
- Ability to work well with others – including members of the staff, congregation, guests and volunteers.
- Demonstrated high level of proficiency in MS Office Suite of Products (Word, Excel, and PowerPoint).
- Knowledge - or a willingness to learn - the church operating software.
- Excellent organizational skills, accuracy and attention to details. Must be able to manage processes.
- Versatility, flexibility and a willingness to adapt to changing priorities.
- Excellent written communication and presentation skills.
- Commitment to excellence and high standards.

All Zion Community Church Volunteers must be willing to undergo Criminal, FBI, and Child Abuse background checks which are free of charge. Interested volunteers must complete a new membership class and be willing to attend some training in order to execute their role successfully.

*Zion Community Church is an equal opportunity organization and does not discriminate against applicants or volunteers on the basis of race, color, gender, national origin, age, disability, political affiliation or veteran status. It is our policy to provide reasonable accommodation to qualified individuals with disabilities.*

Please send a cover letter and resume in pdf format to [office@zionphilly.com](mailto:office@zionphilly.com)