

CARMEL BAPTIST CHURCH
Position Description

Local Outreach Minister (Neighbors)

Ministry Area: Missional Outreach **FLSA:** Exempt
Reports To: Missional Outreach Pastor
Supervises: Ministry Assistant, Volunteers

SUMMARY OF THE BASIC FUNCTION

The Local Outreach Minister is responsible to promote disciple-making amongst Carmel's neighbors.

GENERAL QUALIFICATIONS

Knowledge: A bachelor's degree is required. Educational background in missional ministry and evangelism is desired. Must have knowledge of and commitment to missional ministry through the local church. A strong commitment to Christ, biblical foundation and a passion for evangelism are required.

Experience: Previous experience in missional outreach through a local church or para-church ministry is preferred. Previous experience coordinating and implementing an outreach program in a local church with a missional vision is preferred.

Skills: Must have strong written and verbal skills to effectively communicate, inspire and motivate others. Must have excellent project management and event planning skills. Must be able to develop and administer a budget for local missions. Must be outgoing, relational, and a self-starter. Must have technology skills appropriate to the position.

Physical Demands/Work Environment: Vision, hearing, and speech are essential to effectively communicate the purpose and vision of the ministry. Must be able to lift at least 25 pounds.

Carmel is committed to making disciples of those Nearest, our Neighbors, and the Nations

Mental Requirements: Must have the ability to organize and lead a group of volunteers. Attention to detail and mental concentration are necessary for performing tasks, meeting deadlines and tolerating frequent disruptions. Must have the ability to supervise a group of volunteers.

SCOPE OF AUTHORITY

Is responsible for advancing Carmel's Neighbors strategy to love and serve our Neighbors through the local mission efforts of the church. Will oversee and coordinate volunteer involvement.

ESSENTIAL FUNCTIONS

- Work with the Missional Outreach Pastor in the oversight of the Neighbors (Local Missions) ministry of the church.
- Collaborate with all ministry areas to help recruit, train and mobilize and to ensure access to local missional opportunities across all of the generations ministries.
- Lead in the planning, organizing and implementation of Neighbors initiatives and events.
- Assist Carmel members in finding appropriate opportunities to serve and make disciples of the hidden and forgotten, as well as neighbors in Charlotte.
- Facilitate ongoing relationships with Carmel's local ministry partners in order to encourage, learn about needs, and provide valuable feedback to the Global Outreach Team.
- Review and assess new partnership opportunities as needed.
- Attend weekly Global Outreach Team meetings, ministerial staff meetings, monthly Global Outreach Committee meetings and other meetings with staff for planning or coordination.
- Consistently seek to be educated and to educate others on local missions issues, philosophy, and evangelism.
- Work with the Communications staff to communicate and celebrate the Neighbors and Nations philosophy as well as missions opportunities to the church as a whole.
- Responsible for all aspects of coordination and communication of Carmel Serve initiatives including developing a budget, managing expenses, and working closely with the Helping Hands Ministry, Discipleship Communities and their local partnering ministry to ensure continuity of ongoing events.
- Work with and respond to needs for Carmel Christian School leaders in order to support the integration of the ministry into the Carmel Christian School ministry. Document activities and provide as part of your annual review. Integrate this ministry into the overall missional outreach strategy of CBC.
- Performs other duties as assigned.

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