

Middletown Christian Church Interim Outreach Coordinator



Job Description

Reports to	Senior Minister	FLSA Status	Non-Exempt
FT/PT Status	Part-time (no benefits)	Pay Type	Salaried
Direct Reports	N/A	Expected Hours	Approximately 10/week

MISSION STATEMENT: *Living out the love of Christ by embracing people where they are.*

JOB PURPOSE & DESCRIPTION

This position is charged with overseeing the Embrace Outreach vision of Middletown Christian Church and works directly with the Embrace Team who makes recommendations on projects and distribution of funds.

This is an interim job with an end date of no later than December 31, 2021 (could be sooner).

If interested, the person holding this position can apply for any permanent job that is posted.

SUMMARY OF RESPONSIBILITIES

The primary role is to lead and empower the Embrace Outreach team to identify and coordinate all serve opportunities in our community and in the world. In conjunction with our ministry staff, provide ongoing communication and opportunities for our congregation to serve and engage in missions in the community and in the world. Communicate ongoing serve opportunities through multiple channels in conjunction with the Minister of Communications and Discipleship. Responsible for working with the Embrace Outreach team to develop and maintain an annual Embrace Outreach Calendar and allocate and oversee the Embrace Ministry budget.

MINIMUM REQUIREMENTS

At least two years of experience in working with community-based ministries as staff or volunteer.

ABILITIES REQUIRED

Embrace our core value of sacrificial service lived out in a team-based approach to ministry, servant leadership, and volunteer engagement.

Attention to detail and ability to multi-task while maintaining focus in a fast-paced, evolving environment.

Independent thinker and self-starter.

Embraces the vision to live out and serve through the love of Christ.

Affirming of volunteers and genuinely enjoys serving others.

Middletown Christian Church (Disciples of Christ)

500 North Watterson Trail | Louisville KY 40243 | 502.245.9793 | MiddletownChristian.org