



Assistant Director of Outreach

Position Type: Exempt, Salaried
Category: Regular, Full-Time
Classification:
Reports to: Director of Outreach

ORGANIZATIONAL OVERVIEW

At St. Luke's United Methodist Church, we are an open community of Christians helping people find and give hope through Jesus Christ. We are committed to our community on the northside of Indianapolis and have seen our reach grow regionally and beyond through our digital presence. With a membership of over 6,000 we are the largest United Methodist Church (UMC) in Indiana and one of the largest in the U.S.

People are attracted to St. Luke's for our values: Our commitment to live the mission of the UMC, "To make disciples of Jesus Christ for the transformation of the world" and living the Christian faith in a way that is open to everyone - regardless of their gender, race, ethnicity, sexual orientation, nationality, disability, or socioeconomic background. As a church we are working to ensure that our congregation and its leadership represent the diversity of the community in which we are located. We are dedicated to including women, people of color, and LGBTQ+ as staff and in positions of leadership and decision making.

POSITION OVERVIEW

St. Luke's has a dynamic outreach ministry, with an array of community partners, large scale serving events, and strategies to make a sustainable difference in the lives of our neighbors both domestically and abroad. We generate resources, mobilize volunteers, and create partnerships to address five areas of impact: Housing, Food Insecurity, Education, Maternal and Child Health, and Justice. The Assistant Director of Outreach provides leadership to the ministry by project managing large-scale serving events, recruiting and coordinating volunteer teams, and implementing processes that connect people to St. Luke's and the support it provides.

In 2-3 years, success for this ministry area will look like:

- Outreach Ministry is a major contributor to achieving St. Luke's vision of reaching people in Indianapolis and beyond who have given up on church or the possibility of a God who cares about them. There is a clear pathway to engagement via Outreach activities, and a robust system for follow-up and communicating next-step invitations throughout the pathway.
- There is church-wide awareness of how Outreach activities connect to the overall Church and Outreach vision. There is church-wide understanding of Outreach's five areas of impact: Housing, Food Insecurity, Education, Maternal and Child Health, and Justice.

- There are robust teams of congregation members co-leading alongside the Assistant Director for all-church serving events. There is a 20% increase in the number of people on external and internal serving teams, and a 20% increase in the number of people served through these teams.

RESPONSIBILITIES

- Support and share in the vision and direction of the Church and Director of Outreach.
- Communicate and instill the vision with leaders who serve in Outreach ministry.
- Project manage and lead teams that execute the all-church serving events for Outreach ministry (Back to School Extravaganza, I Love My City, Thanksgiving Dinner, Angel Tree).
- Support the vision and growth of Hub for Hope, including Hope Ambassadors and the benevolence ministry team.
- Coordinate all administrative support for Freedom School and serve as on-site point person during the program.
- Connect with congregation members during weekly worship and other high impact events. Recruit, train, and develop other serving team leaders as necessary.
- Track serving team metrics and implement strategies for increasing number of people serving internally and externally.
- Maintain current and accurate serving groups in church database.
- Create and implement regular follow-up processes that result in a pathway to engagement
- Develop and maintain updated calendar of Outreach events, ensure that church website information is current, and develop effective and user-friendly sign-up process.
- Balance volunteer interaction with tasks of administration and communication that are required to provide activities, events, and community engagement.
- Support Outreach efforts through coordination with other St. Luke's staff and departments (i.e. IT, Communications, Facilities)
- Demonstrate an understanding and active commitment to St. Luke's being an anti-racist, affirming, and justice seeking church.
- Participate as needed in trips, classes, and activities, including retreats and mission trips.
- Model a Christ-filled life, maintaining appropriate boundaries with work and others, caring for self, and growing in faith and in profession.
- Serve as an active team member by attending weekly Staff Chapel and department meetings.

QUALIFICATIONS

Demonstrate passion about the Christian faith, actively seek to grow in personal relationship with God, and be committed to the mission and purpose of St. Luke's.

- Bachelor's degree required - in the humanities preferred.
- Minimum 2-3 years experience in a ministry or non-profit context.
- Demonstrated relational skills with experience in recruiting and developing volunteers.
- Effective project management and multi-tasking abilities.
- Strong verbal and written communication skills and competency in relevant technology.
- Self-starter who is dedicated, solution oriented, and takes initiative
- A collaborator and a team player
- Available for weekend work when required, especially on Saturdays and Sunday Mornings.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

8/2022