

JOB DESCRIPTION – ASSOCIATE PASTOR FOR OUTREACH
VIENNA PRESBYTERIAN CHURCH

ADMINISTRATIVE

POSITION TITLE: Associate Pastor for Outreach

CLASSIFICATION: Full-time, Exempt, Salary

REPORTS TO: Lead Pastor

DIRECT REPORTS: Missions Director, Preschool Director, Children's Ministry Director, Youth Ministry Director

SUMMARY OF THE POSITION

The primary goal of this position is to provide primary oversight and development of ministries that strengthen the relational life of those inside the church and extend intentional Gospel-centered outreach to those outside of it. This position will seek to consistently develop relationships with community partners, neighbors, schools, public services, and other partners in the community while developing ways to connect the church in joyful fellowship and meaningful connection with our community outside of primary discipleship.

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES; ESSENTIAL FUNCTIONS

Vision & Execution of Community Outreach

- Establish and develop multiple avenues of intentional outreach to the community surrounding Vienna Presbyterian Church, starting with immediate neighbors and working outwards to reach the larger community. Although the primary goal is to bring Christ into our diverse community, the secondary goal is to connect them with the caring fellowship that is Vienna Presbyterian Church.
- Work with the Lead Pastor to equip current members of VPC to lead and participate in individual outreach initiatives by casting vision and providing necessary resources and teaching.
- Offer worship opportunities beyond Sunday mornings that meet the needs of those outside the church who might not normally attend a traditional Sunday morning service.
- Intentionally develop relationships with other community agencies, businesses, and non-profits in order to creatively engage such entities with the Gospel.

Lead, Mentor, and Equip Direct Reports

- Meet regularly with all direct reports, individually and as a team, to strengthen their individual ministries and work collaboratively to accomplish the overarching vision of outreach ministries.
- Provide support to direct reports and manage conflict that may arise in such ministries with members of the congregation.
- Encourage cutting-edge continuing education opportunities for all direct reports.

Preaching and Leadership

- As a key part of the pastoral team, share in the implementation of the church's mission.
- Participate in worship leadership as liturgist and preacher. Lead additional worship services as needed.
- Work collaboratively with all pastoral staff.
- Serve as the primary staff support to lay-led ministries such as The Great Banquet, The Ministry for Racial Reconciliation and Healing.
- Share in providing pastoral care to the congregation, as needed.

QUALIFICATIONS

- A fully devoted follower of Christ in all facets of life and ministry.
- Possesses a contagious and authentic joy for the work of God at VPC and in the world.
- Affirms the mission and values of VPC and is willing to be guided by them.
- Has a shepherd's temperament; a servant-leader heart.
- Possesses a strong Biblical foundation and experience for the work of outreach to the unchurched.
- Has experience teaching and preaching the Word of God in accessible ways to a diverse population of believers and seekers.
- Has excellent interpersonal, written and verbal communication skills.
- Dependable, organized, and detail-oriented with the ability to multi-task with flexible responsiveness to changing ministry challenges.
- Has the ability to work collaboratively with significant numbers of people, including paid VPC staff, fellow pastors, and volunteers across the range of VPC's ministries.
- Has a Master of Divinity degree; ordination (or eligible to be ordained) in the PC(USA).
- Has computer proficiency; technical and media skills.

WORKING CONDITIONS

The working conditions of the Associate Pastor for Outreach are those of a normal office environment; the physical demands are those necessary to successfully perform the major tasks, duties, responsibilities, and essential functions of the position as outlined in the previous paragraphs. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Last Updated – 12/8/22

