

Director of Outreach Ministry

JOB SUMMARY: The Director of Outreach Ministry oversees the Good Samaritan Fund and all aspects of the Food Pantry, whose recipients are coordinated through LOVE, Inc., and all other outreach programs (see page 3) at Nazareth Evangelical Lutheran Church (NELC). This position will adhere to NELC's performance expectations and will perform all defined services and other related duties as assigned in accordance with the mission and Confession of Faith of NELC.

Ministry Purpose Statement

The Director of Outreach Ministry adheres to NELC's performance expectations as outlined in the NELC Employee Handbook and performs all defined services and other related duties in accordance with the mission of the church (see bottom of page 2) and Confession of Faith described in the NELC By-Laws. (see page 3)

Spiritual Qualifications

- Have a personal relationship with Jesus Christ.
- Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ.
- Strive to show by example the importance of the spiritual disciplines of worship, Scripture memorization, Bible study, prayer, witnessing, and Christian fellowship.
- Understand and agree with NELC's Confession of Faith and mission.

Prerequisite Qualifications

- Be committed to furthering NELC's mission as a faith-based ministry.
- Agree to uphold the Confession of Faith as described in the NELC By-Laws.
- Be willing to submit to and honor the standards and expectations outlined in the NELC Employee Handbook.
- Bachelor's degree preferred
- Working knowledge of Microsoft Word and Excel
- Working knowledge of Google Suites and gmail
- Ability to communicate well to staff and volunteers
- Ability to interact well with people of diverse backgrounds
- Strong team-building skills and conflict resolution
- Ability to work with a large degree of independence
- Ability to convey positive image and build positive relationships with others
- Ability to write concisely
- Physical Demands:
 - Light to medium physical demands with infrequent lifting up to 50 lbs.

- Moderate deviation of wrist and pinching with extensive hand/wrist repetitions
- Requires frequent fine motor skills
- Frequent standing, walking, sitting and in constant motion

Duties, Tasks, Responsibilities

- Model and teach the concept of hospitality to all we serve.
- Represent NELC in providing customer service to both internal and external publics.
- Anticipate potential problems and help to resolve issues.
- Order food and distribute to clients scheduled through Love, INC.
- Coordinate and Schedule Food Pantry Volunteers.
- Pack food boxes & Essentials.
- Keep the pantry stocked, organized, and tidy.
- Prepare and send reports to Northeast Iowa Food Bank monthly.
- Serve as the main contact person for Love INC.
- Visit with and willing to pray with clients.
- Make referrals to appropriate organization programs, based on member/client needs.
- Attend meetings at Food Bank & Love, INC as needed.
- Keep records of appointments by month.
- Approve the distribution of the Good Samaritan Funds.
- Oversee distribution of food baskets at certain times of the year (Christmas)
- Oversee Project Angel Tree at Christmas time
- Attend weekly Tuesday morning NELC staff meetings

Safety Guidelines

- Adhere to all safety policies and procedures.
- Maintain a safe working environment and practice safe working habits.
- Know and can demonstrate emergency procedures for fire disaster, tornado, and other emergency situations.

Schedule

Monday - Friday

Occasional weekends required for special outreach projects

Mission of Nazareth Evangelical Lutheran Church:

Living in God's amazing grace, we invite all people to know Christ, grow in Christ, and make Christ known.

Nazareth Evangelical Lutheran Church Confession of Faith:

This congregation accepts all the canonical books of the Old and New Testaments as a whole and in all their parts as the divinely inspired, revealed, and inerrant Word of God and submits to this as the only infallible authority in all matters of faith and life.