

Heritage Presbyterian Church
Job Description
Mission/Outreach Coordinator

The Mission of the Presbytery of New Covenant is to “Grow congregations that passionately engage their communities to make disciples” (Mt. 28:18). In furtherance of that mission, Heritage Presbyterian seeks to engage the Copperfield/Cy-Fair community and make disciples for Christ through mission and outreach activities in areas such as human service, Christian education and drawing people into worship opportunities.

Wanting to be God’s “hearts and hands,” Heritage is looking for a special individual to equip, empower and assist our members in “catapulting” our mission/outreach programs into our community. We are seeking a person who has many/all of the following competencies and personality factors:

- To ensure the free flow of new ideas and new ways of doing things, the Coordinator may not be a member of Heritage or a relative of a member
- Is creative and innovative
- Has excellent planning, organizing and following-through skills
- Is a good listener
- Is a good oral and written communicator
- Is highly motivated
- Is able to work equally well independently, as well as within a group/team
- Knows how to “manage change”
- Leads others by inspiration, influence and persuasion
- Takes pride in delivering personal work products on time, to specification and within budget constraints
- Is a strategic and systems-oriented thinker, yet is simultaneously detail-oriented
- Knows how to align personal and group efforts with the church’s overall “Mission and Vision,” as well as with the work of the Mission and Outreach Committee and other allied committees and groups
- Is proficient in the standard Office Suite (Word™, Powerpoint™, Excel™, email)

JOB DUTIES

- Initially, this will be a 6-month commitment of +/-20 hours a week, Monday to Friday, primarily during normal office hours but with the understanding there will be some evening and weekend responsibilities
- Will liaise with the Pastor to ensure that the Mission/Outreach Coordinator’s work is fully aligned with the “spiritual” portion of Heritage’s overall programming
- Will gather mission/outreach ideas from the Session, as well as from members of the congregation
- Will consult with appropriate Presbytery staff and committees to solicit additional ideas for mission/outreach work that is appropriate for the Copperfield/Cy-Fair area

- Will research details and will produce executive summaries of mission/outreach ideas for Session approval [Note: For planning purposes, the Mission/Outreach Coordinator will be dealing with projects that will have implementation dates from 1-24 months out. However, regardless of the planned implementation dates, the Mission/Outreach Coordinator will have produced detailed implementation steps and timelines for each project before his/her employment ends.]
- Will, organize, equip and empower members of the congregation in initiating and completing the Session-approved mission/outreach ideas
- Will attend regular and special meetings of the Mission and Outreach Committee (generally once a month in the evening hours)
- Will provide regular and special reporting to the Session and/or the Mission and Outreach Committee
- Will perform other duties as assigned by the Mission and Outreach Committee and/or the Session

POSITION REPORTS TO

The Mission/Outreach Coordinator will be supervised by the Missions/Outreach Steering Committee and the Pastor, and is ultimately accountable to the Session.

THE FUTURE

As stated above, the Mission/Outreach Coordinator position is initially scoped as a 6-month, part time position. However, depending on how the “catapulting” of Heritage’s mission/outreach program plays out, the position may expand, contract or be eliminated.