



The Emmaus Community Job Description			
<b>Position Title</b>	Minister of Discipleship and Outreach		
<b>Reports to</b>	Executive Minister		
<b>Program/Department</b>	Executive Team/Administration	<b>Employment Classification</b>	Exempt
<b>Date Compiled</b>	July 2017		

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**General Staff Expectations:** Expectations include, but are not limited to the following:

- A mature personal relationship with Jesus Christ as Savior and Lord and a commitment to the nurturing of his/her spiritual journey.
- Weekly attendance at Epic and Exploration, all Leadership Meetings, community wide events and funerals hosted at or by TEC.
- Demonstration of, and commitment to, personal integrity, Christian character, TEC core passions.
- Support of the TEC vision including: personal tithing, organizational priorities and pastoral initiatives.
- Regular shepherding times with assigned team leaders, usually monthly or bi-monthly.
- Maintenance of office hours, honoring established office arrival and departure times.
- Prepared reports for regular and Team Times and Leadership Meetings.
- Timely response to emails or voicemails, usually within 48 hours.
- Collegial and respectful engagement of all leaders, congregants, elders and staff.
- Meeting of established deadlines, including reporting, check requests, special projects, etc.
- Provide stewardship over assigned budgets.

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**Key Areas of Responsibility:** Duties include, but are not limited to the following:

- Assist the Lead Pastor with executing the vision and mission of The Emmaus Community
- Shepherds assigned affinity groups and serving teams including youth, young adult ministry and Living and Learning Institute programs.
- Collaborate and initiate innovative strategies with other departments or ministry areas in order to expand and maximize ministry potential and impact.
- Strategic planning with Executive Minister and other leadership to prioritize calendar of events and ministry outreach opportunities.
- Maintains fiscal responsibility managing budgets for assigned shepherding areas.

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**Operational and Strategic Areas of Responsibility:**

Primary Responsibilities include direct responsibility for, or establishment of structures to achieve, the following goals:

- Creates and leads exceptional youth and young adult ministry programming.
- Performs sacerdotal duties as needed and requested by the Lead Pastor.
- Coordinate and increase participation of youth and young adults in Epic worship and on serving teams.

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**Attributes/Skills Required/Sought:**

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- Highly collaborative, motivated, and team focused.
- Emphasizes team and collaborative efforts.
- Able to effectively manage relationships and communicate with a diverse range of personality types, cultures and ethnic groups.
- Self-starter that can work independently, meet project goals and multi-task.
- Works well in a learning, dynamic and fluid environment.
- Problem solver and critical thinker.
- High quality work output
- Exercises wise and sound judgment.
- Teamwork and Positive Working Relationships
- Adaptability and emotional intelligence, including not being easily offended or discouraged.
- Attendance: Dependability and Reliability
- Takes initiative and offers creative solutions and ideas to advance the mission and vision of Emmaus.
- Strong interpersonal and conflict resolution communication skills.
- Strong organizational and planning skills that lend to productivity and outcomes.
- Forecasting, innovative and forward thinking.
- Great integrity and a proven ability to operate as a team player.
- Able to quickly adjust and be flexible to meet the needs of the moment with a positive attitude.
- Ability to display sensitivity and responsiveness to the differences in cultural and religious experiences of others.
- Passionate for stewardship of The Emmaus Community, hospitality, large event coordination, and visitor engagement.

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**Experience/Education Required/Sought:**

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**Qualifications:** Must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Master Degree in Divinity, Church Ministry and Leadership or related field or experience. Minimum three years ministry leadership experience.

**Language Skills:** Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write lengthy, professional correspondence. Ability to effectively communicate complex concepts in a clear and fluid manner in one-on-one and small group situations.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:** Ability to understanding and carry out detailed, complex conceptual, written or oral instructions. Ability to creatively and efficiently handle problems involving complex variables in varying situations using business acumen.

**Computer Skills:** Advanced knowledge of Microsoft applications with emphasis on Excel, Word, and Outlook.

*This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform other job-related duties requested by any person authorized to give instructions or assignments.*

**An Equal Opportunity Employer**

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Employee Signature

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Date