

Faith Covenant Church
2001 Lakeview Drive Wheaton, IL 60189
(630) 653-4140 www.faithecc.org

Position: OUTREACH AND COMMUNITY COORDINATOR
Accountable to: Senior Pastor
Hours: 15 hours/week
Compensation: \$20/hr

Our Mission Statement: Faith Covenant exists to connect diverse people into compelling Christian community and to grow them into disciples of Jesus who reach our neighbors for Christ.

Job Summary: The Outreach and Community Coordinator develops and leads our local outreach initiatives, equips church leadership and the congregation in personal outreach passion and skill, and hosts events that both build community and provide outreach to our neighbors.

Major Responsibilities:

- Recruit and lead “Outreach Team” of volunteers dedicated to focused local outreach and ensuring evangelism and outreach are a part of every church ministry.
- With Outreach Team, develop and coordinate outreach efforts that utilize the passions, gifts, and skills of our congregation.
- With Outreach Team, cultivate partnerships with World Relief, the Karen Baptist Church, and the Liberian Evangelical Fellowship to equip our congregation to reach and serve refugees in our area.
- Work with church staff and boards to plan and host events that build community and are strategic avenues for inviting neighbors, friends, and co-workers to attend.
- Strategically plan how to be good neighbors to both the church neighborhood and local high school.
- Lead outreach training and accountability for church leadership and staff.
- Meet one-on-one with board chairs and church staff to ensure outreach and evangelism take place through existing ministries of the church.
- Provide the congregation regular encouragement and training on outreach and community through articles, videos, or testimonies.
- Make our weekly worship service surprisingly hospitable to outsiders by equipping and overseeing a hospitality team (greeters & ushers, coffee, etc).
- Oversee visitor follow-up and new member assimilation processes.
- Provide regular training opportunities for every member of the church to be equipped in personal outreach and evangelism.
- Other tasks as assigned.

We are seeking an individual who will participate in the life of Faith Covenant and has familiarity and agreement with the Covenant Affirmations and positions of the Evangelical Covenant Church (www.covchurch.org).

Cover Letter/Resumer may be submitted to:

Dr. Gary B. Hutchinson, Church Chairperson
2001 Lakeview Drive
Wheaton, IL 60189
Email: churchchair@faithecc.org