

### VBUMC Job Description

Position: Director of Missions and Outreach  
Accountable to: Director of Congregational Development/SPRC  
Position Status: Part time/non-exempt  
Updated: 05/10/2025

#### **Spiritual:**

- Professes Jesus Christ as Lord and Savior
- Commitment to God-honoring professionalism, personal spiritual growth, and healthy lifestyle consistent with the Social Principles of the United Methodist Church
- Models standards and expectations for church leaders within our fellowship, including worship attendance, small group participation, lifestyle of generosity, and serving out of call and giftedness

#### **Skills:**

- Works creatively, thinks strategically, and moves ministries forward
- Practices team-based leadership and contributes to a staff and church “strength-based” environment
- Exhibits strong relational skills with people of all ages and situations
- Possesses exceptional written and oral communication and organizational skills
- Demonstrates excellent stewardship of financial resources
- Displays strong organizational and administrative skills
- Ability to recruit and equip volunteers within the congregation and collaborate in the development of ministry

#### **Education and Experience:**

- Bachelor’s Degree and experience in working in a faith-based community or similar work and life experiences
- Knowledge based on training and/or experience of real-life issues relevant to multiple cohorts
- Deeply committed Christian who reflects a godly lifestyle and displays evidence of growing spiritually

#### **Responsible for:**

- Works as staff liaison with the Board of Missions by coordinating monthly Board meetings including agenda preparation and dissemination of minutes
- Recruits, manages, and resources volunteer teams to accomplish mission goals
- In partnership with other faith groups, nonprofit organizations, and public sector efforts, coordinates and plans missional opportunities to address the needs of homeless individuals and working poor families living in the oceanfront area
- Represents VBUMC at community meetings focusing on vulnerable populations

- Maintains active liaison with the Homeless Resource Center program staff and works to help engage homeless individuals in needed service delivery
- Expands missional opportunities for families, young adults, and children in the VBUMC congregation
- Recruits and manages volunteers serving at Potters House and other mission events
- Assures timely entry of data into Charity Tracker and provides monthly reports to church administration regarding distribution of funds and services delivered
- Coordinates the sharing of Potters House facility/space with Seton House, AA, Stand Up for Kids, and other community groups
- Supervises Care by Community (CBC) programs by managing, interfacing and coordinating with key staff and volunteers (direct supervisor of CBC Director)
- Monitors budgetary expenditures within assigned ministries and reports on expenditures and needs
- Tracks and analyzes ministry data as basis for future planning
- Collaborates with other ministry staff to promote the spiritual growth of the congregation
- Acts as a liaison for three key outreach focus areas including The Vibe Creative District, Seaside School, and Cooke Elementary School.
- Prepares agendas, leads bimonthly outreach meetings, and disseminates minutes to members ensuring clear communication and consistent alignment with organizational skills
- Drives outreach initiative that align the church's mission to serve the broader community and build lasting, mutually beneficial connections.

**Additional Responsibilities:**

- Strengthen personal professional development and connectedness through pursuit of continuing education or other appropriate opportunities

**Committee and Ministry Team Responsibilities:**

Mission Board

I acknowledge that I have read and understand the scope of the ministry position and willingly abide by the vision and duties defined herein.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_