

# OUTREACH COMMITTEE

## Job Description

This committee is responsible for planning, organizing, and supervising specific parish witness ministries designed to reach individuals for Christ.

### A. Organization

This Committee shall consist of the Church Council Representative and the following Sub-Committees. The Sub-Committees shall meet monthly or as necessary to fulfill the statement of purpose. The Sub-Committees shall report to the Church Council Representative.

#### B1. Responsibilities of Membership Sub-Committee

1. In association with the Pastor seek out new members and maintain an on-going visitation program to the unchurched and those individuals new to the community.
2. Strive to create a warm and friendly (welcoming) atmosphere in the place of worship. Coordinate with Worship/Music and Property.
3. Coordinate the welcoming of Sunday morning visitors and follow-up.
4. Maintain the Welcome Center in the narthex.
5. Provide new and prospective member inquiry class: coordinate with Education.
6. Provide welcoming events for the new members.
7. Direct and maintain ministries for members in need of special care (ex: ill, shut-in, families in need of food, and hospital visits).
8. Direct and maintain ministries to provide care and recognition of current members (ex: provide devotional materials, workshops, recognize member's birthdays, new births, graduations, weddings, etc.).
9. Direct and maintain a ministry to inactive members.

#### B2. Responsibilities of Community Ministries Sub-Committee

1. Promote congregation ministry in local missions and involvement in community and social ministries.
2. Provide publicity for the congregation through advertising, brochures, newsletters, special mailings, and a website.

#### B3. National and Global Missions Sub-Committee

1. Promote congregation ministry in national and global missions.
2. Maintain relationships with mission partners. (Missionaries, seminary students, sister churches, etc.)
3. Coordinate and promote evangelism efforts with other groups and committees within the congregation.

### C. Relationships

The Outreach Committee shall work with other committees as needed to identify special interest needs within the Congregation. The Outreach Council Representative reports to and is accountable to the Church Council. The Outreach Council Representative shall provide an annual committee report to the Congregation.