

MAPLE AVENUE MINISTRIES (MAM)

A Union Church of the Reformed Church in America and the Christian Reformed Church

Job Title: Director of Outreach – HTM HS
Prepared By: MAM Council
Prepared Date: November 16, 2005
Job Classification: Salaried (Part-Time 20 Hours)

SUMMARY

Directs and coordinates multiethnic and multigenerational outreach programs within the core-city of Holland.

DUTIES AND RESPONSIBILITIES (may include but not limited to)

Reaches out to students at Holland High School to help provide spiritual resources and counseling through the Holland Teen Ministry Program (presences during lunch periods, school events, field trips, etc.)

Develops, coordinates and oversees MAM's MAC-REC program and other after school hours programs for high school students (Sonrise Café – high school age, Ground Zero etc.)

Acts as staff liaison for local and global mission ministries

Develop proposals and applies for grants and funding to support MAM's overall Outreach Ministry

Promotes the outreach programs of MAM by maintaining interaction with and obtaining financial support from existing and potential contributors (businesses, churches, individuals, etc.)

Serves, volunteers and supports the preaching, teaching and witnessing of God's message to local neighborhoods.

Recruits and trains individuals to assist in MAM's outreach program

Prepares reports as required by the MAM Council, funding sources and supervisor

Develops an overall evangelistic neighborhood outreach program utilizing the current resources/programs while including necessary new pieces

Works with Council and staff to establish and promote strategic plans for the overall Outreach Ministry

ACCOUNTABILITY PARTNERSHIP

The Director of Outreach – HTM HS will be supervised by the Senior Pastor in areas relating to ministry, work, daily life and doctrine.

Weekly work schedule should be dedicated as follow:

- 5 hours for youth personal interaction and relationship building (schools and office hours)
- Summer Season: 5 hours for planning and orchestrating MAC-REC program
- Non-Summer Seasons: 5 hours for fund raising and obtaining financial support for the ministry through grant writing and proposals
- 5 hours for providing neighborhood and community outreach and assistance
- 1 hour for recruiting volunteers to assist with MAM's Outreach Ministry
- 2 hours for staff meetings and prayer time
- 2 hours for administrative tasks such as completing reports and meeting preparation

EDUCATION and/or EXPERIENCE

Candidate must have a Bachelor's Degree and at least two years of related work experience

ESSENTIAL PERSONAL QUALITIES

Possesses an intimate and personal relationship with God

Accepts and ministers to people with different backgrounds and traditions

Be compassionate, caring, and sensitive to others' needs

Ability to interact and reach out to the local community

COMMUNICATION SKILLS

Ability to speak Biblical truth to an ethnically, educationally, and economically diverse community and congregation

Ability to effectively witness and present information to individuals and within small groups

Ability to respond effectively to the most sensitive inquiries and situations

Ability to address issues of theological differences in a diverse neighborhood

Ability to effectively discuss and present on controversial or complex topics to community, Congregation, public groups, and/or Council members