



Outreach & Service Coordinator

Congregational Vision Statement

We are empowered to worship, to assist our church family through life's journey, to extend the hand of service and to invite others to faith.

Summary of Role:

The Outreach & Service Coordinator organizes the efforts of the Outreach & Service Ministry, and represents this Ministry on the Council of Church Ministries.

Reports to:

Church Chairperson

Ministry:

Outreach & Service

Term

2 years

Type

Elected

Typical Meeting Frequency

Council meetings occur on the first Tuesday of every month. Ministry meetings are scheduled by the Coordinator.

Membership Requirement

Member

Screening Requirements

N/A

Recommended Skills:

- Communication
- Organization
- Teamwork
- Willingness to Learn

Responsibilities as Coordinator of the Outreach & Service Ministry

- The Coordinator calls meetings of the Outreach & Service Ministry, and sets the agenda.
- The Coordinator serves as the default representative of the Outreach & Service Ministry at Council meetings and for congregational announcements, etc.
- The Coordinator will prepare and submit a monthly report for Council meetings by a due date set by the Chairperson or designate.
- The Coordinator writes an annual report for inclusion in the report books.
- Collaboratively with the rest of the Outreach & Service Ministry and the Council of Church Ministries, the Coordinator is responsible for developing a ministry plan and budget at the end of each year for inclusion in the Annual Church Plan and Budget.

Shared Responsibilities as a Member of the Outreach & Service Ministry:

- The Outreach and Service Ministry is led by a Coordinator and a minimum of two others.
- This Ministry brings together a vision for outreach to others, and service to those in need.
- The Ministry maintains an active relationship with MCC and related services, and identifies persons willing to serve as representatives to Mennonite Mutual, MDS, the MCC Thrift Store, and so on, for appointment by the Council of Church Ministries.

Shared Responsibilities as a Member of the Council of Church Ministries

- Upholding the Confession of Faith and the Constitution of FMC,
- Aiding the Pastoral Ministry in ensuring the well-being of the church,
- Giving direction to, supporting and coordinating the work of the various church Ministries,
- Ensuring that FMC is appropriately represented at such Conferences of which it is a member, along with the Mennonite Central Committee, and such projects to which it commits itself, and that the Church fulfills the obligations inherent in such membership,
- Appointing such individuals and/or committees it may deem necessary to advance the work of the church, including the appointment of an auditor or financial review committee,
- Being sensitive to potential problems that may harm the work and life of the church, seeking to prevent such problems, and being alert to opportunities that may enhance the work,
- Presenting an annual Church ministry plan, and directing the preparation of a budget based on the work of the Ministries for consideration and approval of members at the annual general meeting,
- Nominating members of the Gift Discernment Committee for election in March/April of each year, and
- Offering Pastors a salary consistent with Conference guidelines.