

WEST BROADWAY BAPTIST CHURCH
POSITION DESCRIPTION
Outreach and Recreation Ministry Director

PRINCIPLE FUNCTION:

The primary function of the Outreach and Recreation Ministry Director is to plan, conduct, and evaluate a comprehensive outreach ministry and recreation program for church members and other persons in the community utilizing our recreation facilities, equipment, and resources.

SUPERVISION:

The Outreach and Recreation Ministry Director is responsible to the church and reports to the Senior Pastor.

QUALIFICATIONS:

1. Spiritually...Must have a strong prayer and devotional life. Must possess and passionately display a calling to recreation ministry in local church setting.
2. Ethically...Must strive to live with integrity and according to God's Word and as a Godly example before the entire congregation.
3. Organizationally...Must have a cooperative spirit that ensures a Christian relationship with all church staff and leadership. Work to maintain unity within the church. Should possess strong administrative skills.
4. Educationally...A Masters or Undergraduate Degree in related field(s) from an accredited academic institution preferred. Consideration will also be given to candidates with equivalent experience. There is an expectation to improve personal and professional skills through continued training.

RESPONSIBILITIES (including but not limited to):

1. Work with church ministry leaders and staff in planning, conducting, and evaluating the outreach ministry and the recreation ministry, continuously developing a Spirit-led vision to grow these ministries that is consistent with the Vision and Mission Statements of WBBC.
2. Coordinate and administer activities in the church's recreation center. Coordinate and oversee the evangelistic ministries of the church, including but not limited to contacting newcomers to our community and special evangelism events.
3. Recruit team members and work with the Recreation Ministry Team as defined in the *WBBC Ministry Team Manual*.
4. Coordinate outreach efforts with the Outreach Ministry Team and the Prayer Ministry Team.
5. Plan and coordinate training for all volunteer recreation workers and be responsible for obtaining background checks pursuant to the *WBBC Policies and Procedures Manual*.
6. Serve as outreach and recreation resource person and adviser to organizations of the church as requested.
7. Plan and oversee ministry opportunities to establish relationships with individuals and families in our community who do not have a church home.

8. Supervise the recreation equipment, recommending the purchase of new equipment or removal of old equipment. Plan for needed improvements to recreation facilities and equipment.
9. Prepare an annual budget for the recreation ministry needs and administer according to church policy, working also in coordination with the Outreach Ministry Team and the Prayer Ministry Team. Serve on the Church Council, attend quarterly meetings, and submit a report for the quarterly Congregational Meetings.
10. The overall recreation program must be seen as meeting more than the physical needs of individuals. Therefore, planning activities that foster spiritual development as part of the process should be sought. Examples include a prayer, devotional, or other reminders of our walk with God.
11. Develop, along with the ministry staff, policies for the recreation ministry (i.e. Gym use guidelines, behavior and language rules, etc.).

HOURS:

This is a part-time ministry position (10 hours/week)

SALARY:

\$15.00/hour

Revised 11/7/19