

# West Highland Fellowship Baptist Church

## Position Description

**Position Title:** DIRECTOR OF COMMUNITY ENGAGEMENT

**Hours:** Full-time

**Reports to:** Associate Pastor - Discipleship

**Term:** Permanent

**Works Closely With:** Ministry Team, Admin Staff, and Deacons

**Method of Appointment:** Recommended by the Lead Pastor, approved by the Elders Board.

### Job Purpose

The primary purpose of the Director of Community Engagement is:

1. Lead efforts to reach the community with the gospel, ensuring all have the opportunity to hear and understand it.
2. Oversee all outreach ministries, focusing on initiatives that lead people to faith in Christ.

### Duties and Responsibilities

- **Vision & Leadership:** Cast and communicate the vision for community evangelism.
- **Team Development:** Recruit, train, and empower leaders in outreach ministry.
- **Ministry Oversight:** Provide leadership for all local outreach initiatives.
- **Equipping the Church:** Train and mobilize members to share the gospel with their networks.
- **Community Engagement:** Plan and lead gospel-centered initiatives both in the community and at the West Highland Church building.
- **Discipleship Connection:** Collaborate with the Associate Pastor - Discipleship to help new believers grow and serve.
- **Budget & Planning:** Develop and manage the annual budget for Community Engagement.
- **Other Duties:** As assigned by the Associate Pastor – Discipleship.

### Supervision

The Director of Community Engagement supervises Deacons, volunteers, and interns in their ministry purview.

## **Skills and Qualifications**

### **Education & Experience:**

- Degree in Theology or a related field (preferred).
- At least two years experience with community engagement, outreach, or other related experience
- Experience in ministry leadership.

### **Skills & Competencies:**

- Strong relational and interpersonal abilities, connecting with diverse people.
- Proven ability to share the gospel and train others in evangelism.
- Able to communicate well with volunteers and members of the larger community.
- Strong leadership, organizational, and strategic planning skills.
- A servant's heart and a passion for the lost.
- Ability to work collaboratively within a team and complement existing ministries.
- Self-starter, builder, and detail-oriented, possessing excellent follow up, a time management

### **Other Requirements:**

- Familiarity with West Highland's policies and procedures.
- Compliance with staff terms of employment as outlined in the church bylaws.

## **Remuneration**

1. Salary and benefits as established by the Elders Board, and outlined in the Employment Contract.