

Director of Outreach Ministry

Fulltime, Salary based on education and experience.

Position Description:

The Director of Outreach Ministry is responsible for the growing ministries of Oak Lawn United Methodist Church with the goal of providing intentional ministries that serve and empower those in poverty or on the margins. The position works independently on many tasks, but will also work as a team with other members of the staff and congregation.

Primary Duties & Responsibilities:

- Build relationships with other organizations to expand the network within which the Oak Lawn Outreach Ministry can refer clients.
- Recruit, train, and maintain a volunteer base to assist with Outreach events.
- Oversee and supervise the Sunday Dinner, Clothing Closet and Pantry operations.
- Maintain positive relationships with clients and congregation members.
- Communicate effectively with volunteers, staff and congregation of OLUMC regarding activities, events, fundraisers and needs through various means of communications.
- Provide effective and empathetic pastoral care to clients and congregation members.
- Assist with worship planning, worship leadership and discipleship opportunities as a part of the ministry team.
- Fulfill additional responsibilities as requested by Senior Pastor.

Qualifications:

- Bachelor's Degree preferred. Master's Degree in theology a plus. (Not required)
- Belief in the tenets and theology of The United Methodist Church, as well as support for and adherence to the beliefs and practices of Oak Lawn United Methodist Church.
- Familiarity with current events and social issues as related to faith.
- Strong technological skills utilizing most current platforms and options.
- Ability to comply with schedule which will include weekday office hours and significant time on Sundays.

Skills:

- Strong communication, both verbal and written.
- Work effectively with co-workers and volunteers as a team member.
- Time management and the ability to organize and prioritize tasks.
- Creation and management of a budget.

Description of Organization:

Oak Lawn UMC is a Reconciling Congregation: Loving, Compassionate, and Inclusive. We welcome people of all ages, races, backgrounds, abilities, economic circumstances, sexual orientations, and gender identities into the life and leadership of our church. We commit to advocating for justice and full inclusion of all people in our congregation and in the community we serve. We seek to be a hub of transformative Christian community that is inclusive, expansive, and entrepreneurial.

To apply: please send resume and cover letter to oaklawn@olumc.org

Resumes received before August 1 will receive priority consideration.