

## **Position Description – Outreach Coordinator**

### **Holy Faith Church**

6299 Ann Arbor-Saline Road

Saline, MI 48176

734-429-2991

[office@holy-faith-church.org](mailto:office@holy-faith-church.org)

Holy Faith is a federated church belonging to both the Episcopal Church and Evangelical Lutheran Church of America. Our congregation practices the full welcome, inclusion, and equity for LGBTQIA+ persons in all aspects of the life of their Church, congregations, and community. Since its beginnings, our congregation has placed high value on outreach ministry. Recently, Holy Faith has articulated a particular commitment to responding to community hunger. And more broadly, the parish is interested in expanding its outreach ministry to provide direct services to those on the margins so that our congregation might help society better reflect the Kingdom of God. The successful candidate will understand outreach as one of the ways we come to know God.

**Job Description:** Part Time Outreach Coordinator - 10 hours/week  
Compensations is negotiable based on experience and skills, at a minimum of \$250 weekly stipend, payable at the middle and end of each month. No other benefits, compensation or reimbursements are a part of this position.

This position will include some weekend hours which can be negotiated; the remaining hours will be flexible. Mileage for related travel will be reimbursed according to IRS guidelines. 4 weeks of paid vacation is included.

**Reports to:** Pastor

#### **This 10 hour/week position:**

- supports and equips the leaders of our various outreach ministries: Paper Pantry; Memory Café; Garden Buddies; SASS Food Collection & Holiday Baskets; SASS School Supply Drive; Be3 Green Initiatives; etc.
- promotes coordination among those outreach teams
- attends quarterly parish leadership gatherings
- invites parishioners into outreach ministry
- creates intergenerational opportunities for outreach
- helps Holy Faith find creative ways to respond to community hunger
- builds relationships with community partners, with an eye toward collaborations
- builds upon existing outreach efforts to families and elders
- works closely with the Pastor and other staff
- attends Safe Church Workshops every three years (or as required) by the Diocese/Synod

**For the initial 8 weeks**, the Outreach Coordinator will focus on building relationships, first within Holy Faith, and then outside:

- Coming to 10 AM Sunday worship and coffee hour every week during this start time (and then approximately once a month thereafter).
- Getting to know those who worship online
- Meeting with outreach leaders
- Making “site” visits: Paper Pantry distributions, SASS food drop-off, Memory Cafe, etc.
- Meeting with diocesan and synod staff members who coordinate outreach regionally for our denominations
- Visiting and meeting community partners (Saline Cooperative Preschool, Saline Area Social Service, Hope Clinic, Friends Indeed, etc.)

#### **Skills & Qualifications**

- Must be outgoing and able to take the initiative to meet new people
- Must have one’s own transportation
- Must be an excellent communicator and able to create social media posts
- Must feel called to this work with a community of faith

Please submit a cover letter and resume to [office@holy-faith-church.org](mailto:office@holy-faith-church.org) - Attention Outreach Search Team. Candidates must be willing to submit to a background check prior to a job offer.