



**Title:** Director of Outreach  
**Status:** Full Time or Part Time  
**Reports to:** Rector

### **Position Description**

The Director of Outreach is responsible for the Outreach, one of the four pillars of Truro Anglican Church. Truro is built upon the foundation of Jesus, and its structure and ministries are supported by the four pillars of Word, Worship, Community, and Outreach. Responsibility for Outreach includes defining the pillar of Outreach; casting a vision for Outreach; developing and implementing a plan to teach the Biblical mandate for outreach from Children to Youth to Young Adults to Adults to Seniors; and identifying and prioritizing opportunities to demonstrate outreach locally, nationally, and globally. Local outreach includes a consistent commitment to the needs of the community where we worship. Assemble, equip, train, and lead teams of staff and volunteers to love and serve our neighbors in practical ways. Develop relationships, demonstrate hospitality, and share the good news of Jesus Christ. Develop and implement a clear, consistent strategy for communicating the needs and opportunities for outreach to the church. Work with the Vestry Outreach Committee (VOC) to set the policies and priorities for outreach giving and demonstrate good stewardship of the Outreach budget.

### **Primary Responsibilities**

- 1) Leadership – Work closely with the Rector to support his vision for Truro. Work closely with the VOC to inspire a shared vision for Outreach; prioritize, schedule, and communicate opportunities; and lead teams of staff and volunteers in outreach activities. Determine the goal of outreach for all stakeholders – the recipient, the partner, and Truro.
- 2) Truro International Programs and Services (TIPS) – Provide direction, oversight, and support to the TIPS staff and programs. Care for the TIPS staff, volunteers, and students. Build upon TIPS extraordinary success by exploring more opportunities to build community, share the Gospel, and make disciples. Provide spiritual leadership, pastoral care, and support for staff and volunteers.
- 3) Other Local Outreach – Promote outreach where we live, study, work, and worship. Engage Truro – prayerfully, strategically, and humbly – in relevant, meaningful, and transformational service to the community where we worship. Assess current partners and initiatives. Identify and prioritize additional needs and opportunities.
- 4) International Outreach – Work with the VOC to assess current support to agencies, individuals, and partners. Realign resources – primarily financial giving – accordingly. Determine – prayerfully and thoughtfully – how to prioritize opportunities to engage Truro in international outreach. Leverage opportunities with other Anglican churches,

the Diocese, or Anglican agencies such as AFM, AGMP, and ARDF. Develop and implement a plan to provide consistent and simple support for missionaries.

- 5) Care - Care for the staff and volunteers leading or supporting outreach ministries. Be part of the team that welcomes, connects, disciples, cares for, and prays for members of Truro. That includes being present and available for Sunday mornings and churchwide events.

### **Other**

- 1) Meetings – Contribute to weekly and bi-monthly staff meetings.
- 2) Availability – Set regular office hours and be accessible and responsive to the needs of our staff and parishioners.
- 3) Communication – Communicate via email, Microsoft Teams, phone calls, and text messages. Communicate important updates and initiatives to Truro and the Vestry through various channels available.
- 4) Safety - Help maintain a safe environment for the flock of God through a diligent commitment to the prevention of any kind of financial, racial, sexual, or spiritual abuse or harassment.
- 5) Doctrine – Agree with the doctrine and theological convictions of the church as expressed in the Old and New Testaments and the 2019 Book of Common Prayer.

### **Qualifications**

#### Qualities

- Mature, orthodox Christian faith
- Humble and resilient
- Pursues excellence
- Culturally aware and respectful of differences
- Strong service ethic
- Innovative problem solver
- Ability to build trust and develop strong partnerships with others

#### Education, Experience, and Skills

- Bachelor's Degree, Master's degree in theology or divinity preferred
- 5 - 10 years of experience coordinating ministry or volunteer activities
- Ability to work independently and manage multiple projects with strong prioritization skills
- Excellent written and verbal communication, presentation, and facilitation skills
- Leadership and supervisory skills to provide direction and performance management feedback
- Proficiency in Microsoft Office, Google, and other basic office applications and software
- Satisfactory background check.

**Application**

To apply please send a PDF of the following materials to: Daria Brown, Director of Operations, [dbrown@truroanglican.com](mailto:dbrown@truroanglican.com)

- 1) Cover letter
- 2) Resumé
- 3) Spiritual autobiography
- 4) Audio and/or video links to recent sermons, if applicable
- 5) At least four references