

**Enter Church Name**  
**Minister of Evangelism and Outreach**

**Job Title:** Minister of Evangelism and Outreach

**Reports To:** Pastor

**Position Status:** Full-Time

**Job Summary:**

The Minister of Evangelism and Outreach is responsible to the church. He/she will be supervised by the Pastor and will be responsible for the development and promotion of the evangelistic and outreach ministries of the church.

**Job Responsibilities:**

- Oversee the regular and organized visitation of the church through planning, organizing and evaluating.
- Develop church members to be personal witnesses of their Faith in Jesus.
- Serve on the Missions Committee of the church as an exofficio member.
- Serve on the Sunday School Council and other councils to give input as to evangelism.
- Preach in the absence of the Pastor or when required by the church.
- Accept pastoral visitation responsibilities as assigned by the Pastor.
- Serve on the ministerial staff, accepting responsibilities as a member.
- Assist the Pastor, staff and church in outreach and other community ministries.
- Keep informed on evangelistic and witnessing resources, materials, methods, and administration; cooperating with denominational personnel, developments and interests.
- Recommend an annual estimated budget for evangelistic and outreach needs.
- Perform others duties as assigned by the Pastor.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

---

Signature

Date

Revised: \_\_\_\_\_