

## Assistant Director of Outreach and Justice

Position Type: Exempt, Salaried  
Category: Regular, Full-Time  
Reports to: Director of Outreach and Justice

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### *ORGANIZATIONAL OVERVIEW*

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At St. Luke's United Methodist Church, we are an open community of Christians helping people find and give hope through Jesus Christ. We are committed to our community on the northside of Indianapolis and have seen our reach grow regionally and beyond through our digital presence. With a membership of over 6,000 we are the largest United Methodist Church (UMC) in Indiana and one of the largest in the U.S.

People are attracted to St. Luke's for our values: Our commitment to live the mission of the UMC, "To make disciples of Jesus Christ for the transformation of the world" and living the Christian faith in a way that is open to everyone - regardless of their gender, race, ethnicity, sexual orientation, nationality, disability, or socioeconomic background. As a church we are working to ensure that our congregation and its leadership represent the diversity of the community in which we are located. We are dedicated to including women, people of color, and LGBTQ+ as staff and in positions of leadership and decision making.

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### *POSITION OVERVIEW*

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St. Luke's has a dynamic Outreach and Justice Ministry, with an array of community partnerships, large scale serving events, active advocacy committees, and strategies to make a difference in our community through both systems changes and individual connection. We accomplish this work by generating resources, mobilizing volunteers, educating our community, and nurturing community partnerships. The Assistant Director of Outreach and Justice will provide leadership to the ministry by leading our justice and equity work, recruiting and coordinating volunteer teams to execute strategy, and implementing processes that connect people to St. Luke's and the support it provides for healthy, long-term impact.

In 2-3 years, success for this ministry area will look like:

- Outreach and Justice Ministry is a major contributor to achieving St. Luke's vision of reaching people in Indianapolis and beyond who have given up on church or the possibility of a God who cares about them. There is a clear pathway for marginalized and vulnerable community members to connect with the support and community St. Luke's offers, and a robust system for follow-up and communicating next-step invitations throughout the pathway. We have a clear place for those we serve to become part of our church community as equals.

- Outreach and Justice Ministries are seamlessly integrated as one unified ministry, and are collaborating synergistically to address need and injustices in our community.
- There is church-wide understanding of how Outreach and Justice activities connect to the overall Church vision of reaching people in Indianapolis and beyond who have given up on church or the possibility of a God who cares about them. Participants and volunteers in Outreach and Justice activities are connected to St. Luke's as wholistic and growing disciples of Jesus.
- There are robust teams of congregation members co-leading alongside the Assistant Director for all events and activities. These teams and their leaders reflect diversity of age, race, gender, and gender-identification.

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## *RESPONSIBILITIES*

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- Support and share in the vision and direction of the Church and Director of Outreach and Justice.
- Communicate and instill the vision with leaders who serve in Outreach and Justice Ministry.
- Lead Justice committees by developing organizational structure, communication channels, and a unified vision that aligns with Church and overall Outreach and Justice vision.
- Work with Director of Outreach and Justice to flesh out the vision of Hub for Hope and solidify its central role in St. Luke's city impact. Connect this ministry with Justice committees' advocacy and awareness work.
- Connect with congregation members during weekly worship and other high impact events. Recruit, train, and develop other serving team leaders as necessary.
- Work with Administrative Assistant to track serving team metrics and implement strategies for increasing the number of people serving internally and externally.
  - Maintain current and accurate serving groups in church database.
  - Create and implement regular follow-up processes that result in a pathway to engagement
  - Develop and maintain updated calendar of Outreach events, ensure that church website information is current, and develop effective and user-friendly sign-up process.
- Support Outreach efforts through coordination with other St. Luke's staff and departments (i.e. IT, Communications, Facilities)
- Demonstrate an understanding and active commitment to St. Luke's being an anti-racist, affirming, and justice seeking church.
- Participate as needed in trips, classes, and activities, including retreats and mission trips.
- Model a Christ-filled life, maintaining appropriate boundaries with work and others, caring for self, and growing in faith and in profession.
- Serve as an active team member by attending weekly Staff Chapel and department meetings.

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## QUALIFICATIONS

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*Demonstrate passion about the Christian faith, actively seek to grow in personal relationship with God, and be committed to the mission and purpose of St. Luke's.*

- Bachelor's degree required - in the humanities preferred.
- Minimum 2-3 years' experience in a ministry or non-profit context.
- Demonstrated relational skills with experience in recruiting and developing volunteers.
- Effective project management and multi-tasking abilities.
- Strong verbal and written communication skills and competency in relevant technology.
- Self-starter who is dedicated, solution oriented, and takes initiative.
- A collaborator and a team player
- Available for weekend work when required, especially on Saturdays and Sunday Mornings.

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*