

Outreach Commission - Job Description

Overview:

The Outreach Commission is to oversee all aspects of the local outreach ministry for Community Mennonite Church. The Outreach Commission will deal primarily with ongoing programs of CMC with an eye on local needs and how the best way is to meet the needs of the community. [See CMC Organizational Structure]

The primary assignment for the Outreach Commission will monitor and improve upon what is being done locally and to keep CMC members informed of needs and concerns. This Commission will resource and give council to the various committees and reps, for which they are responsible. This Commission will process and develop recommendations for Church Council (but not make final decisions) on matters that pertain to the committees/reps related to this commission.

Responsibilities:

The Outreach Commission attends to the overall mission of CMC to reach out to local opportunities of ministry that meet their goals and objectives. The chair of the Outreach Commission will serve to coordinate the communications with Council and coordinate the efforts of the commission.

1. With the leadership of the Pastoral Team Rep, the Outreach Commission will assist with the coordination and communication between the pastoral team and the commission.
2. With the leadership of the Patchwork Pantry Rep, the Outreach Commission will assist with the organization and communication of the Patchwork Pantry work along with keeping the congregation informed of its needs.
3. With the leadership of the Preschool Rep, the Outreach Commission will keep it's lines of communication open for dialogue and assistance as partners. Needs and announcements will be channeled through this commission to the congregation.
4. With the leadership of Open Doors volunteers, the Outreach Commission will inform the congregation of dates CMC is involved in providing shelter to the members of Harrisonburg/Rockingham County who are seeking shelter.
5. Outreach Commission will provide oversight and distribution of financial distribution for service grants (See Document titled "Finance Distribution for Service and Education Grants, July 26, 2006)
6. The commission will self evaluate every three years or more often as needed. All recommendations for change must be approved by council.

Tasks:

The Outreach Commission has the following tasks to perform:

- Create the plans necessary to accomplish the goals set forth by the Council.
- Delegate tasks as necessary to the reps and/or sponsors under their control to accomplish those plans.
- Ensure that all tasks are completed in the necessary time frame to accomplish the goals of the congregation.
- Accept and process agenda that has been sent to this commission from the committees that report to it. This will involve making decisions for the committees when those committees do not have the authority to make those decisions.

Membership:

Members are persons who hold other major leadership positions in the congregation and who have skills in administration, supervision or mediation. Members must be able to maintain strict confidence and exercise spiritually mature discretion with sensitive information.

The Outreach Commission shall be composed of six members as follows:

1. The chair of the Outreach Commission, discerned by the Gift Discernment Committee, is responsible for the function of this commission and will attend Council as a council member. As such, the chair's primary responsibilities are to coordinate the communications between council and the Outreach Commission and to coordinate the efforts of the Outreach Commission. The other members of the commission include the following:
 2. A Pastoral Team Representative.
 3. Patchwork Pantry Representative
 4. Preschool Representative
 5. At-large representative/s

Meetings:

- The Outreach Commission will meet as needed prior to Church Council meetings for the purpose of giving input on council agenda planning. It is recommended that this commission meet at least quarterly.
- The chair of this commission may request and/or be invited to meet with the individual committees or reps that relate to this commission.

Accountability:

The Outreach Commission is accountable to the Church Council at Community Mennonite Church. Council may determine if and when written reports are required for council and/or for the congregation.