Director of Nurture, Outreach & Witness (NOW)

Summary of Essential Responsibilities

The Director of Nurture, Outreach & Witness (NOW) serves as the primary staff liaison connecting church leadership, volunteers, and congregation members within the areas of Nurture, Outreach, and Witness. This position provides leadership, coordination, communication, and administrative support to ensure effective congregational care, faith formation, volunteer engagement, and church-wide ministry initiatives. The Director works closely with the Pastor, other church staff, board members, and volunteers to foster spiritual growth and meaningful connection within the congregation and community.

Qualifications

- Strong organizational, communication, and administrative skills.
- Ability to recruit, coordinate, and support volunteers.
- Demonstrated compassion, discretion, and ability to maintain confidentiality.
- Experience in ministry leadership, Christian education, volunteer management, or related fields preferred.
- Commitment to Safe Sanctuary policies and child/youth protection standards.
- Ability to work collaboratively with pastoral staff, church leadership, and volunteers.

Schedule Expectations

- 30 hours per week
- Wednesday afternoon/evening availability (September–April) required.
- Flexibility for special events, seasonal programming, and church-wide celebrations.

Detailed Responsibilities

NOW Team Leadership & Administration

- Serve as staff-to-volunteer liaison through regular participation in staff meetings and Team meetings (Nurture, Outreach, and Witness).
- Support board members in preparing and maintaining meeting agendas and minutes to ensure continuity.
- Coordinate timely communication through church channels, including Anchor newsletter, weekly emails, Sunday announcements, Facebook, and website.
- Maintain sign-ups for regular volunteer ministries (Sunday Morning Worship Volunteers, Wednesday Youth Programming, The Attic, Care Team).
- Assist NOW committees with volunteer recruitment and coordination.
- Provide annual Safe Sanctuary training for volunteers working with children and youth and maintain training records.
- Collaborate with NOW board members to prepare annual budget requests and plan fundraisers to secure needed supplies and materials.

Nurture Team Responsibilities

Congregational Care

- Partner with the Pastor to develop and implement systems ensuring members and constituents are visited while hospitalized, in nursing homes, or homebound.
- With the pastor, manage and coordinate volunteers who assist with visits.
- Ensure each member/constituent receives at least one contact annually from another congregation member (postcard, phone call, or visit).
- Receive prayer requests alongside the Pastor and follow up weekly with those on the prayer list.
- Coordinate communication of prayer requests in partnership with the Pastor and Office Coordinator (bulletin, email, bulletin boards, etc.).
- Partner with the Pastor to ensure care for grieving members and constituents.
- Support and empower congregation-led “Grief Share” ministry in consultation with the Pastor.
- With the Nurture Team, develop and implement additional congregation-led care initiatives (e.g., Meals That Heal, prayer shawls, college care packages).

Faith Formation & Children/Youth Ministries

- Work with the Nurture Team to coordinate annual Bible milestones:
    - Bibles for Babies
    - 3rd Grade Bibles and “How to Use Your Bible” mini-course
    - Bibles for Confirmands
- Plan lessons and coordinate Safe Sanctuary-trained volunteers for:
    - EPIC Jr. (12 Wednesday after-school sessions per school year)
    - PB&J and SPUMY (Wednesday evenings, September–April)
- Maintain annual student registrations and parent permission forms for children and youth programming.
- Assist with Children’s Christmas Program and Vacation Bible School (VBS).
- Be present and available most Wednesday afternoons/evenings (September–April) to support programming as needed.
- Ensure all children and youth volunteers receive annual Safe Sanctuary training and proper documentation is maintained.

Outreach Team Responsibilities

- Assist Outreach Team members regarding logistics for The Attic ministry.
- With the Outreach Team, develop and implement additional congregation-led outreach projects (i.e. Service Sunday, service trips, fundraisers for missions)

Witness Team Responsibilities

- Assist in congregational worship at the discretion of the Pastor.
- Participate with the Witness Team and the Pastor regarding:
    - Regular worship questions/concerns (i.e. order of worship ideas, ways to offer communion, when to have a single combined service)
    - Plan/implement annual celebrations (i.e. Palm Sunday, Confirmation, Consecration)
    - Coordination with Nurture and Outreach teams when a service may also involve mission work (i.e. Service Sunday) or when a meal may be served in conjunction with a service as a fundraiser (i.e. Ash Wednesday soup
    - supper)

Director of Nurture, Outreach & Witness

Part-Time (30 hours/week)

St. Paul's United Methodist Church is seeking a collaborative, organized, and compassionate leader to serve as our Director of Nurture, Outreach & Witness (NOW). This position connects church leadership, volunteers, and congregation members while providing coordination and support in the areas of congregational care, faith formation, outreach, and worship.

Key Responsibilities

- Serve as staff liaison to Nurture, Outreach, and Witness teams
- Coordinate volunteer recruitment, communication, and scheduling
- Support congregational care efforts alongside the Pastor
- Oversee children and youth programming, including Wednesday ministries (Sept–April)
- Ensure Safe Sanctuary training and documentation for volunteers
- Assist with outreach initiatives and mission projects
- Support worship planning and special seasonal celebrations

Qualifications

- Strong organizational and communication skills
- Experience in ministry leadership, Christian education, or volunteer coordination preferred
- Ability to work collaboratively with staff and lay leaders
- Commitment to confidentiality and Safe Sanctuary policies

Employment Details

- 30 hours per week
- Wednesday afternoon/evening availability required (Sept–April)
- Flexibility for seasonal events and church celebrations
- Annual wage/salary of $33,000.

This role is ideal for someone passionate about nurturing faith, building relationships, and helping the church live out its mission in meaningful ways.

To apply or request more information, please contact Pastor James Baty, pastor@stpaulsumcwilliamsburg.com.