



Director of Church & Community Engagement Job Description

Job title	<i>Director of Church and Community Engagement</i>
Reports to	<i>Lead Pastor</i>
Status	<i>Part-time: 10-15 hours / week</i>

Job purpose

The Director of Church and Community Engagement will oversee and develop the participation of servants into the life and ministry of the church and its involvement in the community. This position will be focused on the work of identifying, equipping, and scheduling members of the church in servant positions, from children's and youth ministry leaders, to adult small group facilitators, to serving in external community focused ministries.

Responsibilities

- *Educational Ministry*
 - Work with the Mission and Ministry Committee to create and schedule Children's and Student Ministry events; identify and equip leaders for these events.
 - Identify, equip, and schedule teachers for Children's Church on Sundays.
 - Assist with the formation of adult small groups and educational classes.
 - Develop and implement a process for identifying and equipping leaders for small groups and educational classes (including Online Community Support).
- *Community Ministry*
 - Intentional focus on nurturing relationships with local organizations and other churches.
 - Work with the Mission and Ministry Committee to identify the places of need for community focused ministries (including, but not limited to, ministry with those living on the street, ministry with local neighbors and businesses, ministry with local schools and their families, partnerships with non-profits, etc.).
 - Identify and equip leaders for community focused ministries.
- *Additional Support*
 - Be present on Sundays to connect with and get to know congregational participants.
 - Make announcements as necessary in worship to publicize servant needs and ministry events.
 - Work with the Office Manager to schedule events and help create any necessary publications for upcoming events and servant needs.
 - Manage and provide support for leaders of church and community ministries.
 - Monitor and report on ministry engagement; adjust for improved results and implement necessary changes.
 - Work with Mission and Ministry Committee on planning, monitoring, and utilizing budgeted funds.



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Qualifications

- Strong sense of personal call to the mission and work of the local church.
- Ability to share in God's vision for WSUMC to include all persons in the life of the faith community.
- Excellent interpersonal, teaching, and communication skills.
- Demonstrates effective team management skills to successfully develop and empower others.
- Ability to establish and maintain trustworthy working relationships with other church staff and Church's Leadership Board.
- Desire for adaptive change, and ability to develop measurements and feedback mechanisms for seeing change through.
- Ability to work independently and take creative initiative.

Education / Experience

- Some seminary education preferred.
- Experience leading educational, small group, and/or community focused ministries.
- Proficient skills in relevant Microsoft Office applications and ability to learn cloud-based church database.
- Could be a lay person or Deacon in the UMC.

Approved by:	
Date approved:	
Reviewed:	