



JesusIsTheBridge.org

Job Description: Director of Engagement

Reports to: Senior Pastor
Status: Part Time (approximately 20 hours/week)
FLSA: Salaried non-exempt

Job Summary

Help people follow Jesus and do God's will through engagement with the ministries of the Asbury United Methodist Church. This will include learning about people's individual gifts, skills, abilities and talents and helping to match them with opportunities for spiritual growth, service and ministry both within the church and out in the community.

Essential Functions:

- Coordinate the Neighborhood Bridge Builder Program.
Recruit, support and oversee the Neighborhood Bridge Builder "captains" and overall process. A major goal of the Bridge Builder Program is to contact every Asbury member in their neighborhood three times per year.
- Collect and value people's stories.
Develop and maintain a system to responsibly hear, record and share people's stories which reveal such aspects as their spiritual gifts, interests, level of spiritual maturity and recent life events. This would likely include some kind of electronic database.
- Oversee the process of member engagement from first time visits to active membership.
Monitor the progress of individuals as they become more deeply engaged in the life and ministries of the church.
- Support member care and retention.
Communicate individual and family needs to our Pastors and Congregational Care and Prayer Ministries.
- Matchmaking and recruiting to connect people with opportunities.
Work with the Leadership Development Committee and leaders in the various areas of the church (Asbury in Mission, Worship, Discipleship, Welcome and Care, Administration) to learn of opportunities for people to be engaged and help to make matches in order to recruit people to take advantage of those opportunities.

Other Responsibilities:

- Communicate upcoming and on-going opportunities and events to church staff responsible for communication to the congregation.
- Attend regular staff meetings as needed.
- Attend other committee meetings and events as needed to learn about their opportunities for engagement and how to support them.
- Provide regular progress reports on Member Engagement activities and accomplishments.

Qualifications:

- Active Christian faith, with a clear understanding of Christian beliefs and practices.
- Good listener. Able to ask good questions that enable people to tell their story.
- Self starter, collaborative, strong team player, high positive energy, good communication skills - both verbal and written.
- Good command of basic communication technology - email, phone, database programs, Google docs and Microsoft Office tools.

Education:

- Minimum - High School diploma or equivalent. Preferred - college degree in related field.

Experience

- Previous experience in a role requiring good communication skills, teamwork, planning and execution, and coordination of people and other resources to successfully achieve individual and shared objectives.

Physical Requirements:

- Ability to work multiple hours when needed.
- Ability to participate in church and off-site events, meetings and other related activities at various times and days throughout the week.