



**New Life United Methodist Church  
Midlothian, Virginia**

## **STAFF JOB DESCRIPTION**

**POSITION: Engagement Director**

### **Summary**

Responsible for encouraging and equipping volunteers to support the evangelistic and missional purposes of New Life United Methodist Church. The individual in this 35-hour per week position will be the core staff person responsible for connecting people to New Life and showing them how to become involved with Christ and his church. This person should have strong interpersonal skills and a natural gift for rallying, inspiring, and organizing others to take action. This highly organized and energetic person will report directly to the Pastor and will in turn support many volunteers and lay led teams.

### **Job Requirements**

Previous church staff experience is highly recommended, but a history of dedicated volunteer work may be considered. A proven track record of leading ministry and galvanizing people to engage in connection and service is essential.

### **Responsibilities**

To be an active connector of people outside and inside the church. To invite community members into welcoming, hospitable and engaging situations where they can get involved and grow together with the church. To lead our congregation in providing mission and outreach opportunities which connect New Life with our local community and the world. This position is critical to move visitors to commitment and regular attendees to volunteering for all aspects of the church.

- Develop relationships with visitors and regular attenders in order to connect people to groups, ministry and service opportunities.
- Research best practices, plan and implement intentional reach into the community and surrounding neighborhoods.
- Develop connection events for relational development among visitors and congregation such as picnic, tailgate, etc.
- Work with the Marketing Team to connect with the community through social media, print materials, and other avenues.
- Oversee the visitor to member engagement process including Greeters, Connectors, first time gift, Text in Church, tracking in CCB database, meet the Pastor, Discover New Life, etc.
- Co-Lead the Engagement Team in collaboration with the Team Leader.
- Work with the Engagement Team to engage the church in serving our community, nation and world through mission opportunities.
- Recruit, train and support volunteers for the various internal and external engagement ministries.

- Assist Pastor with requests and oversight of the Good Samaritan Fund.
- Work with the Pastor to help oversee the Nominations & Lay Development Team.
- Coordinate care needs with the Care Ministries Team and Pastor.
- Work within the Engagement Team budget and monitor expenses.
- Actively participate in the following meetings: monthly Church Council, monthly Engagement Ministry Team, weekly staff meetings and weekly one-on-one with Pastor to further the mission and ministry of the church.
- Presence on Sunday mornings is expected and broader involvement in the life of the church is desired.
- All other tasks deemed appropriate by the Pastor.

### **Characteristics**

1. Well-grounded in the Christian faith, the Bible and have a personal theology which is in synchronicity with United Methodist beliefs and polity.
2. Able to openly and lovingly articulate the Christian faith and possess a passion for others to grow in their relationship with God.
3. Possess strong interpersonal skills with children, youth, and adults.
4. Team oriented and excellence motivated.
5. Possess excellent written and verbal communication skills.

### **Behavior**

1. Highly professional, Christian behavior is expected at all times.
2. Dress code should be appropriate to the situation.
3. Personal life must reflect a high ethical, Christian standard.
4. No alcohol or tobacco use during church functions or on church grounds.

### **Supervision**

1. Position will be supervised directly by the Pastor.
2. Job performance is accountable to the Staff Parish Relations Committee.
3. Job performance assessment will be made annually.
4. After the first 90 days of employment, an evaluation will be made by the Pastor/supervisor and reported to the Staff Parish Relations Committee.

### **Background and Disclosures**

1. Acceptable background check shall be conducted on all newly hired staff at New Life Church; and shall include, but not be limited to the Virginia State Police criminal and sex offender check.
2. Must read, agree to and sign the New Life Employee Handbook.
3. Must read, agree to and sign the Child Protection Policy.
4. Must read, agree to and sign the Technology Policy.
5. Must read, agree to and sign the Social Media Policy.
6. Must sign a statement of understanding that membership (or regularly attending) New Life Church does not provide any guarantee of employment.

ACKNOWLEDGMENT OF RECEIPT

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EMPLOYEE SIGNATURE

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DATE