**Congregation Engagement Leader**

 *February 2023*

|  |  |
| --- | --- |
| **Reports to:*** Director of Operations
 | **Classification:** * FLSA: Non-Exempt
* Regular Part-time
 |
| **Pay Grade:*** 1E

  | **Directs:** * None
 |
| **Summary:** In partnership with Church Council, the Senior Pastor and the Holistic Stewardship Committee, the Congregation Engagement Leader plans, organizes, facilitates, and reports to Church Council on member engagement in stewardship focused on time, talent and treasure; assesses needs for volunteers; recruits, develops, schedules and supports volunteers for staff, Board of Ministries, and Church Council; oversees the welcome committee to promote hospitality of the church to visitors and new members, coordinates facilities usage and rentals, and hosts hospitality events; co-facilitates New Members classes, Board of Ministry and Church Council orientation and onboarding; enters data about stewardship into the congregation’s database. |
| **Essential Job Functions:**1. *Annual Stewardship Planning and Coordination*: Leads the Holistic Stewardship Committee in developing the Stewardship theme, designing and developing the stewardship materials, and creating the timeline; compiles and catalogues areas of need in the church and the community; partners with the Communications Manager to create messaging around understanding and committing to Stewardship; facilitates education sessions on the value of stewardship and the stewardship process; and serves as the point person for ministry chairs, Church Council and staff for stewardship.
2. *Data Entry and Recordkeeping*: Oversees entering time, talent, and treasures from commitment cards into TLLC database; coordinates preparation and delivery of thank you letters for all commitment cards received.
3. *Hospitality Coordination*: Facilitates the design, development and support of the welcoming system for all visitors and new members; oversees the process for using and renting the facilities; coordinates the New Member Class and orientation for staff, volunteers, Board of Ministries Chairs and Church Council; coordinates hospitality events as needed.
4. *Volunteer Coordination*: Serves as the point of contact for volunteers; oversees the process for recruiting, developing, scheduling, and supporting volunteers working with staff, Board of Ministries chairs, and Church Council; oversees process to identify, document and train all work processes performed by volunteers.
5. *Reporting and Analysis*: Establishes ways to gather, analyze and present data related to stewardship (Time, Talent, and Treasure) to church leaders so they can make informed decisions on how to achieve objectives through development solutions.
6. *Meetings:* Attends and participates in weekly staff meetings, co-leads Stewardship Team meetings with the Chair of the Holistic Stewardship Committee, and attends as well as participates in Church Council and Board of Ministries meetings.
 |
| **Minimally Required Job-Specific Knowledge, Skills, and Abilities:*** *Spiritual Leadership:* Demonstrated mature and growing faith in Jesus Christ with the ability to share and lead others in the faith.
* *Commitment to Stewardship:* Demonstrated passion for stewardship that includes time, talent and treasure.
* *Organizational Structure and Culture:* Advanced knowledge of church organization, structure, ministries, culture and management practices.
* *Stewardship Campaigns:* Advanced skills in designing, developing, delivering and evaluation programs to create a culture of stewardship within the church.
* *Volunteer Coordination:* Advanced skills in coordinating, recruiting, developing and sustaining volunteers to support all ministries*.*
* *Facilities Usage Coordination:* Advanced knowledge and skills in managing the process and procedures for groups and individuals who desire to use or rent the church facilities.
* *Customer Service Skills:* Proven customer service skills.
* *Judgment*: Ability to make timely critical decisions based on analysis of the information presented from ambiguous or conflicting situations or when there is an associated risk.
* *Relationship Management*: Advanced skills in building and maintaining effective co-worker, staff and management relationships in all interactions.
* *Communication:* Advanced oral and written communication skills using different forms of media. Ability to translate complex concepts to individuals at all levels.
* *Organization, Planning and Multi-tasking:* Advanced organizational and planning skills. Proven ability to set priorities, meet deadlines, coordinate activities, and multi-task with minimal supervision. Proven ability to coordinate activities.
* *Self-Management and Teamwork:* Ability to work independently or as a member of the team, to be detailed-oriented and consistently accurate, to manage stress effectively in a challenging environment, and to quickly learn new systems, processes, and procedures.
* *Office Equipment, Tools, and Software Applications:* Foundational knowledge of Microsoft Office applications, Google Suite, TLLC department-specific databases, QuickBooks, and current office equipment.
* *Health, Safety and Security Standards and Guidelines:* Ability to adhere to workplace health, safety and security requirements, practices, and procedures, including remaining alert for safety and security hazards, and reporting unsafe work practices and conditions, accidents, near misses, injuries, and illnesses immediately to leadership.
* *Confidentiality:* Proven ability to maintain confidentiality on work-related issues.
 |
| **Minimally Required Education, Training and Experience:*** Associate’s degree in marketing, communication, or related field, or a combination of education and experience that yields the minimally required knowledge, skills and abilities
* 5 years’ experience leading and facilitating stewardship campaigns for churches or fund raising campaigns for non-profit organizations
* 2 years’ experience working as a volunteer in a non-profit organization or church
* 1 year experience working as a facility rentals coordinator
 |
| **Other Information:** * Uses cellular and desk phone; laptop or desktop computer; current office equipment
* Must pass a thorough background investigation to include employment reference check and verification of all applicable certifications and educational degrees
 |

*\*Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.*