



# Middlesex United Methodist Church

*To Honor God by Making More Disciples of Jesus Christ for the Transformation of the World*

## **Director of Community Engagement Job Description**

**To Apply:** Send resume and cover letter to [office@middlesexumc.com](mailto:office@middlesexumc.com)

**Time: 10-15 hours/week (paid)**

### **General Job Description:**

The Director of Community Engagement is responsible for the coordination and development of community engagement opportunities at MUMC that fulfill our vision “to be Alive in Christ in our community so that our community is Alive in Christ.” These opportunities will seek to create relationships with others in our community and engage every person at MUMC in generosity and service. This staff person works directly with the Lead Pastor and must maintain confidentiality in all areas of job responsibilities. They must complete Criminal Background and Child Abuse Clearances.

### **Major Areas of Responsibility:**

1. Making more Disciples:
  - a. Involving the congregation in practices of generosity and discipleship through opportunities of community building, service, and witness to our faith
  - b. Increase the number of people serving in community engagement opportunities to grow an externally focused congregation
2. Developing leaders
  - a. Develop a community engagement team or teams that will coordinate and evaluate large events hosted by MUMC here and in the community
  - b. Oversee Mission Bridge Builders and encourage smaller and ongoing community engagement opportunities with the organizations (missions) we support
3. Engaging the Community
  - a. Work with Source Collaborative Team to evaluate current community engagement opportunities and assess the needs and markers for thriving in our community
  - b. Utilize ongoing large events at MUMC and in the community for more effective engagement and sharing the gospel through witness, service, and generosity

### **Specific Duties:**

1. Collaborate with the Lead Pastor and staff to promote a culture of generosity and service throughout all aspects of congregational life which includes:
  - a. Developing a yearly budget for the ministry area that reflects our vision and mission
  - b. Offering or coordinating monthly community engagement moments for use in worship
  - c. Creating avenues to increase overall participation by the congregation in community engagement
2. Assign, oversee, and support Mission Bridge Builders who connect the church to local organizations
3. Plan, execute, and oversee Community Engagement Events (formerly big events) both on MUMC’s campus and in the community that support our reputation as a center of service and community engagement

- a. Build teams for each event that will coordinate each specific areas
  - b. Track attendance, follow up, and evaluation for each event
  - c. Work with staff for inclusion and participation of ministry areas in each event
  - d. Current events include: Hayride to Bethlehem, Trunk or Treat (in coordination with Children's Ministry Director), Happy Feet Head to Toe, Outreach Egg Hunts at Middlesex Mobile Home Parks
  - e. Liaison to community building events (led by MUMC members) including: prayer shawl ministry, prayer team (Facebook messenger/email group), softball, volleyball, BUNCO, Golden Lights Senior Ministry, and annual church picnic.
4. Work with staff to support an outward/community focus across our ministry areas (i.e. – Assist Children's Ministry Director with Vacation Bible School)
  5. Increase partnership with Middlesex Elementary, Middlesex Township Mobile Home Parks, and Community CARES and evaluate current involvement in each area with Source Collaborative Team
  6. Work with Lead Pastor on local assistance when requested or as it becomes known
  7. Attend monthly staff meetings and regular one-on-one meetings with Lead Pastor