

Westlake United Methodist Church Job Description

To apply, please submit resume and cover letter to jobs@westlake-umc.org no later than August 7th. No phone calls, please.

Job Title: Director of Community Engagement and Program Development
Reports To: Senior Pastor
Department: Ministry and Administration
FLSA Status: Exempt
Approved Date: July 23, 2018

SUMMARY

The Director of Community Engagement and Program Development operates out of a United Methodist understanding of polity and doctrine to work within the church and broader community to increase awareness, interest, involvement, and commitment to the Mission and programs of Westlake United Methodist Church. Supports the Senior Pastor by the performance of specific pastoral duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Raise WUMC's profile in the Westlake community by building relationships and partnerships to further the WUMC vision and mission.

As liaison to the Welcoming Team, supports development of programs to integrate guests and new members into the life of the church. Identifies special interests and concerns these individuals may have as a pathway for the church to involve and serve. When appropriate makes home visits to further this effort.

As liaison to the Fellowship Committee identifies programs to enhance the feeling of community within the church maximizing participation in its programs to ensure active and long term affiliation and membership.

Supports the Christian Education programs at WUMC as the staff liaison for adult ministries to ensure a broad offering of classes and programs designed to meet the needs of participants. Teaches or leads some classes or programs to further this effort.

Serves as a resource to Children and Youth Ministries to accomplish defined goals and support the Mission and Vision of WUMC.

Provide compassionate congregational care in concert with the Senior Pastor, the Stephen Ministry Team and the Congregational Care Team as requested with the goal to support and meet the needs of the congregation.

Assists the Senior Pastor as requested with worship planning and leadership, preaching, and officiating at funerals as requested.

Recruit, train, lead, and support volunteers as they relate to the specific duties of this position.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor of Arts degree with preference given to individuals with a Master's Degree in Divinity and 6-8 years' experience or an equivalent combination of education and experience

LANGUAGE SKILLS

Ability to read, analyze, and interpret Biblical and theological texts. Ability to write sermons as well as reports, business correspondence, curricula, and procedure manuals. Ability to effectively present information and respond to questions from members of the congregation, team members, and the general public in both small and large groups for the purpose of teaching, preaching, involving and recruiting.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as mileage, creation and review of expense reports, attendance reports. Ability to read and analyze budgets and financial reports.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of information furnished in written or oral form.

CERTIFICATES, LICENSES, REGISTRATIONS

Safe Gathering Certification and ability to pass a background check. A valid Texas Driver's License;

SPECIAL SKILLS

Computer knowledge and skills including Word, PowerPoint, Excel, Internet, Social Media and ability to learn WUMC specific software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, stand, talk, listen and type. The employee is frequently required to climb stairs. The employee is occasionally required to lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job is primarily performed inside. The noise level in the work environment is usually quiet. Occasionally it is necessary to make visits or attend meetings in places where there could be uneven walkways or exposure to other hazards.