



FIFTH AVENUE PRESBYTERIAN CHURCH

POSITION DESCRIPTION

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| <u>Title:</u> | Director of Engagement |
| <u>Position Type:</u> | Full Time |
| <u>Departments:</u> | Young Adults and Membership |
| <u>Reports to:</u> | Associate Pastor for Young Adults and Membership |

POSITION OBJECTIVE:

To invite, welcome and integrate members, onsite and online, into the robust life of Fifth Avenue Presbyterian Church. With a focus on hospitality, inclusion, and transformative gatherings, this position supports Fifth Avenue's mission 1) to welcome new people to join us on the journey of life and faith, and 2) to strengthen connections between existing congregants by increasing people's overall engagement with the programmatic life of the church.

MAJOR RESPONSIBILITIES:

1. Hospitality and Welcome:

- Oversee and participate in Fifth Avenue's coffee hours with an eye for ingenuity and worthwhile fellowship to drive recurring participation and lively conversation.
- Track and manage visitor information. Follow up on pew cards and information requests. Ensure visitors receive a 30-day follow-up. Share visitor's interest areas with the staff.
- Connect with worshippers through email, mailers, phone calls, and in-person visits. Help connect these individuals to relevant ministry areas.
- Help greet and be a staff presence at both worship services, supporting ushers and creating an environment of welcome.
- Oversee, train, and support the Welcome Team, ensuring an active culture of warmth, welcome and inclusion.
- Oversee and manage the Ministry Scheduler.

2. Community Groups and Engagement:

- Lead the Engagement Committee, with a focus for both in person and extended family members.
- Meet quarterly with the Communications Team to review outward facing information that can facilitate organic and seamless points of entry into our community.

- Support the growth of our community group ministry through leading community groups on occasion, and helping new members connect to this ministry opportunities.
- Manage and support the content and facilitation of a diverse array of community group curriculum offerings
- Maintain connection with community group leaders to offer additional support through the year.

3. Logistical Support and Admin Work:

- Work with the admin staff and pastors, assist in organizing member participation in worship services and events, when and where appropriate.
- Prepare the monthly membership report for Session.
- Manage a straightforward registration process for the Community Group ministry and new member classes.
- Manage Community Group rosters.
- Recruit new member prospects for new member classes, coordinate adult baptisms, coordinate with Communications to ensure class advertisement.
- Ensure the careful and regular upkeep of accurate membership rolls, including the tracking of marriages, baptisms, confirmations, deaths, births, etc., in both physical and electronic forms.

4. Events:

- In coordination with the pastors, assist in planning and executing major community events including the Kenneth O. Jones Awards Dinner, Homecoming Celebration, Beyond the Walls, Gotto Lecture, etc.
- Guide the Engagement Committee to establish innovative, “low commitment” and regular events for our community to gather and foster meaningful relationships outside of worship, committee meetings, service events, and established community groups.

5. Women’s Ministry

- Plan and lead Women’s Ministry events in collaboration with other Senior Staff
- Manage the Women’s Ministry email list, writing and creating a consistent email rhythm to share event reminders and sign-ups with that group
- Oversee that Women’s Ministry events are advertised on the website and in the bulletin, and that photos are shared on Instagram after the events
- Attend and support other Senior Staff in the planning and leading of the Women’s Retreat in February, and in any springtime preparation for the day retreat in June

6. Evangelism:

- Work with the Associate Pastor of Young Adults & Membership and the Associate Pastor of Ministry to the Online Campus to discern opportunities for evangelism and outreach to those in the greater community.
- Guide the Engagement Committee to review large community and fellowship events with an eye for new member engagement, creating a clear path from such events into the life of the church.

PROFESSIONAL QUALIFICATIONS:

- Background in fostering personal connections and building community.
- Experience in the church and/or theological education preferred.
- Demonstrated ability to handle sensitive and confidential information.
- Demonstrated cultural sensitivity and awareness in working with diverse communities, including differences in race, nationality, economic background, sexuality, gender, and disability.

PERSONAL QUALITIES:

- An outgoing personality with strong interpersonal skills.
- Dependable, compassionate, and loyal.
- A desire to grow and add value in a collaborative ministry context
- The ability to communicate the loving presence of Jesus Christ to the theologically curious, both those who are church and unchurched.

COMPENSATION/BENEFITS:

- Salary: \$65-75K
- Benefits: health, retirement, commuter, and childcare
- Vacation:
 - 2 weeks vacation
 - 2 weeks continuing education

To apply, please send your resume, cover letter, and three references (one pastoral, one professional and one additional reference of your choice) to careers@fapc.org.