



# OAK RIDGE

## METHODIST CHURCH

(part of the Global Methodist Church)

PO Box 538  
2424 Oak Ridge Rd  
Oak Ridge, NC 27310  
336-643-4690  
[www.oakridgemc.org](http://www.oakridgemc.org)

**Position:** Manager of Congregational Engagement

**Job Description:** The Manager of Congregational Engagement serves as a primary, relational connection point between the church and its members, guests, and volunteers. Reporting to the Senior Pastor, this role helps create a welcoming environment for visitors, strengthens connections within the congregation, and encourages active participation in the life of the church.

**Requirements:**

- **Administrative Skills:** Strong organizational skills with the ability to manage multiple projects, volunteers, and event logistics while maintaining attention to detail.
- **Digital Literacy:** Proficiency with Microsoft Office (Word, Excel, PowerPoint) and willingness to learn and utilize church management software and tools (e.g., Realm, Canva, Adobe, Facebook, or similar platforms).
- **Interpersonal Skills:** Strong communication skills and the ability to work collaboratively with ministry leaders, staff, and volunteers.
- **Education:** Associate degree, High School diploma, or equivalent experience.

**Primary Duties:**

- **Guest Experience & Hospitality**
  - Create a welcoming environment by greeting guests and assisting with first-time visitor hospitality - including gift bags and church tours.
  - Coordinate quarterly "Coffee with the Pastor" gatherings to help new attendees connect with church leadership and ministries.
- **Congregational Connection & Engagement**
  - Help members and visitors connect with church ministries - including small groups, discipleship groups, and Sunday School classes.
  - Record and share attendance, contact information and prayer requests gathered from services and connection cards to support staff follow-up, communications and connections.
- **Volunteer Coordination Support**
  - Communicate volunteer needs identified by ministry leaders to volunteer committees and help track fulfillment
  - Maintain records and schedules for volunteer committees and teams (ex: Greeters, Ushers, Chair Setup, Altar Guild, Cross/Paraments).
  - Provide light administrative support to volunteer committees for church events and fellowship gatherings - including coordinating supplies as needed.

- **Event Planning and Support**

- Assist with planning and coordination of church events and connection activities such as Ridge Fest, the Stokesdale Christmas Parade, Wednesday Night Meals, NWHS concession stand service, and other fellowship events.
- Provide logistical support for seasonal and special services including Homecoming, All Saints, Blue Christmas, Advent services, Ash Wednesday, Holy Week services and Easter.
- Support congregational care ministries including the Bread of Life Committee and Celebrations of Life Committee. Assisting with event logistics, preparation, and basic budget tracking.

- **Community Outreach Support**

- Assist with coordination of outreach initiatives including community mailers, the Ministry Fair / Connection Carnival, and children's outreach events such as Easter Eggstravaganza, Community VBS, and Trunk-or-Treat.

**Hours:** This is a part-time position requiring 20 hours per week.

Required Weekly, Office Hours:

- **Sunday:** 8:00 am – 1:00 pm
- **Tuesday:** 10:00 am – 12:00 noon

The remaining hours will remain flexible based on ministry needs and in coordination with the Senior Pastor. (Occasional evening hours for church events or special services.)

**Friday and Saturday** are typically days off, except for required church events or services.

**Salary:** Commensurate with qualifications and experience.

**Oak Ridge Methodist Church Mission Statement:**

*Rooted in God's Truth, led by Christ and saved by His Grace, to love and serve others.*

*Isaiah 61:3 – They will be called oaks of righteousness, a planting of the Lord for the display of his splendor.*