



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

Position: Director of Congregational Engagement & Discipleship

Job Description:

The Director of Congregational Engagement & Discipleship serves as a primary, relational connection point between the church and its members, guests, and volunteers. This position strengthens the spiritual, relational, and ministry life of the church by helping people connect, grow, and serve as disciples of Jesus Christ, promoting growth of discipleship through Sunday School classes and small groups. The position guides individuals from first-time visitor to fully engaged members through intentional hospitality, discipleship pathways, small group development, volunteer coordination, and congregational connection. Reports to the Senior Pastor.

Qualifications:

- Commitment to Christ and alignment with the church's theology and mission.
- Experience in ministry leadership, discipleship, or congregational care.
- Excellent relational, communication, and organizational skills.
- Familiarity with small group ministry models and discipleship frameworks is a plus.
- Organizational skills with the ability to manage simultaneous projects, volunteers, and event logistics, while maintaining attention to detail.
- Proficiency with Microsoft Office and willingness to learn church management tools (Church Center/Planning Center, Canva, Adobe, etc.).
- The ability to recruit, equip, and inspire volunteers and leaders.
- Strong communication skills and the ability to work collaboratively with ministry leaders, staff, and volunteers.

Primary Duties:

- **Guest Experience & Hospitality**
 - Creating a warm and welcoming environment for first time visitors to include gift bags and church tours.
 - Coordinate quarterly events such as "Coffee with the Pastor" to help new attendees connect with church leadership and ministries.
- **Congregational Connection & Engagement**
 - Promote members and visitor connections 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 for 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
 - Provide Communion supplies and volunteer servers on Communion Sundays.
- **Creating & Organizing New Sunday School Classes & Small Groups**
 - Develop, empower, & support Sunday School teachers & small group facilitators
 - Encourage participation in Sunday School classes or small groups
 - Source biblical/theological materials that are in line with the Global Methodist Church
 - Assist in connecting First Year Friends with new members
 - Collaborate with Senior Pastor in supporting the Shepherd Ministry
- **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 full-time, exempt, 40-hour-per-week position. When needed and, on occasion, more than 40 hours may be required.

Required Weekly Office Hours at the church:

- **Sunday:** 8am – 1pm **Monday - Thursday:** 9am – 2pm
- The remaining 15 hours are flexible based on ministry needs, coordinated with the Senior Pastor. Some work may be done from home with approval. Occasional evening or weekend hours are required for special events or services. Friday and Saturday are typically days off unless ministry needs arise.

Salary: Commensurate with qualifications and experience.

Send Resume' to Pastor Mike Carr – mike.carr@oakridgemc.org

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.