



## JOB DESCRIPTION

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**Job Title:** *Director of Involvement*

**Date of Last Revision:** June 1, 2017

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**Purpose:** The Director of Involvement is a part-time position (20 hours a week) which is responsible for overseeing all aspects of the Involvement ministry at Madison First United Methodist Church (MFUMC). Involvement includes, but is not limited to, the development, direction, and oversight of the Worship, Invitation, and Nurture Ministries of MFUMC. The Director of Involvement will also partner with the WINGS team to engage adults in volunteer opportunities that will help grow their faith in Jesus.

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### **Essential Job Functions:**

#### **I. Programing & Ministry**

1. Work with the WINGS team and Executive Pastor to develop a proactive vision for MFUMC's Involvement ministry that supports the larger mission of MFUMC (set by the Senior Pastor).
2. Plan, administer and oversee all programming and ministry for each involvement ministry ensuring that all we do is aligned with the overall involvement vision.
3. Be the staff lead for the Worship, Invite, Nurture segments of the WINGS ministry and attend the monthly WINGS meetings.
4. Work to ensure that all involvement opportunities are clearly advertised/offered.
5. Work to grow congregation participation in the involvement processes.
6. Work with WINGS team to follow-up with adult newcomers to MFUMC.
7. Attend both Sunday Worship Services weekly to oversee and support involvement ministries as they happen.
8. Be available to work with the staff team onsite approximately 16 hours a week.

#### **II. Administration**

1. Recruit, train, schedule, supervise and encourage volunteers to lead involvement teams.
  - a. Hold a minimum of two leader equipping events a year coinciding with the beginning of bi-yearly sign-up events.
2. Recruit, train, schedule, supervise and encourage volunteers in each involvement team.
  - a. Hold a minimum of two volunteer equipping events a year coinciding with the conclusion of bi-yearly sign-up events.
3. Follow church ministry, planning, programming, communication, database, and financial policies. Train and lead ministry volunteers to do the same.
4. Ensure all involvement ministries and leaders are communicated with weekly and that they have all necessary materials, etc.
  - a. This includes ensuring that team leaders know of events happening in the church, changes to the schedule, deaths/funerals, etc. Work to help team leaders share this information with their team members.
  - b. Also, getting information from team leaders about what is happening in the team and any changes to team schedule, etc.

5. Maintain supplies and ensure that all involvement spaces are clean and prepared for use.
  - a. Walk these spaces at least once a week: tidy up as needed and report needed maintenance to Facilities Director.
6. Have a working knowledge of the vital statistics of each involvement team offering – who leads, who the team members are, and the attendance statistics.

### III. Team Culture Standards

1. Be present and attentive to the Spirit of God.
2. Grow spiritually and live a balanced life.
3. Demonstrate integrity in all things.
4. Support and pray for each other.
5. Be a team player – acting from what is best for the whole.
6. Strive for excellence in all things knowing that good is the enemy of great.
7. Engage in positive and life-giving communication.
8. Practice positive conflict resolution.
9. Seek out opportunities for growth and improvement.
10. Have fun.

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**Spiritual Leadership Standards:** Once hired as a ministerial staff member at MFUMC, the following are required as they are also asked of laity:

1. Be (or become) an active member of MFUMC
2. Be involved in a small group
3. Possess the ability to witness
4. Give systematically and substantially to MFUMC (the tithe)

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### **Additional Requirements:**

Will be required to participate and attend church meetings, events, etc. before or after regular office hours.

*Notice: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.*