



## **Grace UMC Community Engagement Manager Position**

### **PURPOSE:**

To provide leadership and relational community connection to support the Church's mission to make disciples of Jesus Christ for the transformation of the world in alignment with Grace UMC's stated mission and vision:

### **WE ARE BOLD IN CHRIST, ABOUNDING IN LOVE, & GROUNDED IN FAITH.**

*We celebrate human diversity and affirm God's gifts of love and grace for ALL persons. Each of us is created in the image of God and is a child of God. We invite you, no matter your age, race, ethnicity, family structure, marital status, sexual orientation, gender identity, mental or physical ability, immigration status, or economic situation, to be in ministry with us. We support the full participation of all persons in every phase of church life. We believe that at Grace Church you will experience a God who already knows you by name, loves you, and yearns to have an even closer relationship with you. As a [Reconciling Congregation](#), our hearts, minds and doors are open, and we are blessed by your presence.*

### **REQUIRED SKILLS:**

The ability to connect relationally with a diverse range of people both within and beyond the congregation. Experience in creatively developing and growing strategic and intentional partnerships. A sense of humor. Working knowledge of and ability to navigate multiple online platforms and the wifi phone system in use. High executive function with problem solving skills. Ability to work both independently and as part of a wider team. Experience with coordinating volunteers.

### **PHYSICAL REQUIREMENTS:**

Physical capacity to navigate stairs in an historic building. Able to work for extended periods of time at a computer. Able to bend, reach and lift moderate amounts of weight.

**REQUIRED FOR APPLICATION:**

A written faith journey statement emailed to [office@gracehbg.org](mailto:office@gracehbg.org).

**SUPERVISOR:**

Pastor, reporting to the Grace Leadership Council.

**SALARY:**

Range of \$15,000-20,000 per year. The anticipated number of hours weekly is 20. Salary is reviewed annually in conjunction with a staff review process. Official start date is \_\_\_\_\_.

**RESPONSIBILITIES:**

- Work respectfully as a member of a team with other church staff, congregants, and community members in a way that will provide support for the team while helping to meet the goals and fulfill the vision and mission of the church.
- Hold a set of office hours each week that make sense for coordinating with community partners and the Facilities Manager, including Tuesdays.
- Engage with the congregation on Sunday mornings to develop relationships that nurture community connections.
- Schedule meetings with community members and church attendees by appointment online and in person, in this role, as a hybrid position.
- Act as is the direct liaison for the Facilities Manager.
- Assist the Director, Chair and volunteers involved in the Saving Grace initiative. This work may include correspondence, managing appointments, coordinating site visits from architectural firm personnel, developers, and community members (in collaboration with Facilities Manager).
- Coordinate requests from outside individuals or groups who may wish to use the facility. Sends out information regarding the church's price listing and Building Use Request form to hold events and submits requests for approval.
- Assist with coordinating and facilitating hospitable church engagement at church/community events.
- Coordinate the work of volunteers who may assist in various community outreach functions.
- Maintain files on computer and hard copies, as possible, also working with online platforms that include MetaBusiness, Vimeo, Wix, Mailchimp, and Google Drive.
- Prioritize conflicting assignments, in consultation with the Pastor.
- Follow up on encouragement to develop professionally, when possible, by attending appropriate workshops and work-related educational events.

- Perform other duties as assigned by the Pastor.

**All Grace UMC staff must submit a PA State Police Criminal History Report, a PA Department of Human Services Certification, and an FBI Criminal History Report Check showing no reportable incidents. See the full Safe Sanctuaries Policy for details.**

This job description for the position of Grace Community Engagement Manager dated October 7, 2025, is effective until modified or superseded.

I, \_\_\_\_\_, acknowledge that I have received, read, and understand the job description for the position of Grace United Methodist Church Community Engagement Director. I understand that this document outlines the essential duties, responsibilities, and qualifications of my role; and this job description does not create an express or implied contract of employment for any specific duration. I also acknowledge that the church may update or change these duties as needs evolve. My signature below confirms my receipt and understanding of this document.

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jessica Schneck  
Chair of the Grace Leadership Council

\_\_\_\_\_  
Date