



# Congregational Engagement Manager

May 2026

Classification: Exempt

Status: Regular, Full-time

Reports To: Associate Pastor for Belonging

## About Fourth Presbyterian Church

Fourth Presbyterian Church is a vibrant, inclusive, and service-oriented community in the heart of downtown Chicago. Guided by our Long-Range Plan, we are committed to deepening faith, building connections, fostering community partnerships, and ensuring long-term sustainability through thoughtful leadership and innovation. The complex of historic and modern buildings welcomes hundreds of people each day, including members, guests, church staff, and others. Through its nonprofit partner Chicago Lights, Fourth Church also provides life-changing community programs including tutoring, social services, and the Chicago Lights Urban Farm.

## Position Summary

The Congregational Engagement Manager fosters community, belonging, and spiritual growth by connecting members, visitors, and neighbors through affinity and activity groups, and outreach initiatives. This includes church-wide event planning, collaborating with various committees of the church, and personally inviting people into meaningful opportunities that lead to an experience of belonging.

## Schedule:

This full-time position requires 40 hours per week, including Sunday and evening hours as part of the regular schedule.

## Robust Benefits Package:

- Medical insurance (church pays 85% of employee monthly premium and 75% of eligible dependents)
- Optional dental and vision insurance plans
- Generous 17 days of PTO plus 11 paid holidays
- 403b retirement plan (employer contributions after one year of employment)
- FSA for unreimbursed medical and dependent daycare expenses

- Mass transit and commuter parking benefits
- Life and short-term disability insurance, optional life insurance, and long-term disability plan

**Compensation:** \$63,000- \$66,000 annually, based on experience and qualifications

### **Essential Functions:**

#### **Community Building (approximately 30%)**

- Support the activities of congregational affinity and activity groups, such as women's and men's groups, over 50's dinner group, etc.
- Oversee planning and execution of church-wide events that build community and foster connection and engagement, such as weekly coffee hour and seasonal special events.
- Support the development of new fellowship groups and engagement opportunities for strengthening congregational engagement across all ages.

#### **Program Leadership and Coordination (approximately 50%)**

- Manage supplies, food orders, and publicity for all Connecting and Belonging Ministries events.
- Recruit, train, and support Connecting and Belonging Ministry volunteers.
- Collaborate with Pastors and Program Directors to advance engagement in ministries and programs.
- Collaborate with the Director of Volunteer Ministry to ensure that members, visitors, and volunteers are guided toward meaningful service opportunities.

#### **Planning and Logistics (approximately 20%)**

- Support the Belonging and Connecting Ministry Committees, including strategic planning, accurate budget forecasting and expense tracking.
- Develop systems for measuring and understanding member engagement, using Fourth Church's Planning Center software and managing the use of the Groups function in particular.
- Participate as a member of the church's ministry staff, including attendance at regular planning meetings.

### **Education and Experience**

- Bachelor's degree in communications, public relations, marketing, nonprofit management, ministry, social work, or a related field preferred.

- Minimum of 3–5 years of experience in community engagement, outreach, event planning, church leadership, ministry, or related experience.
- Experience working within a church, faith-based organization, or nonprofit environment preferred.
- Demonstrated experience building relationships with community partners, volunteers, congregants, and local organizations.
- Experience managing outreach initiatives, volunteer programs, and community events.
- Ability to work collaboratively with church leadership, staff, and diverse community groups.

### **Required Skills and Abilities**

- Strong interpersonal skills, including excellent listening and clear, compelling verbal communication.
- Strong written communication skills.
- Strong management skills to handle complex, multifaceted projects resulting in measurable successes and program growth.
- High degree of emotional intelligence and flexibility in a dynamic culture.
- Proficient in managing multiple projects, budgets, and volunteer teams. Handle high-stress situations with calm competence.
- Commitment to equity and social justice and proven ability to thrive in a diverse, equitable, just, and inclusive environment.
- Time management with a proven ability to meet deadlines.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficient with Microsoft Office Suite or related software.

### **Physical Requirements and Work Environment**

The physical demands and work environment described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with different abilities to perform essential functions.

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15-25 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.
- Must be able to participate in online virtual communications, including email, video conferencing, and other online tools used to facilitate virtual office culture and work sharing.
- Smoke- and drug (illegal or recreational)-free environment.
- Fourth Presbyterian Church and Chicago Lights aim for accessibility in any off-site location that we have control of, but some of them may not be fully accessible.

- This role routinely uses standard office equipment such as computers, phones, and scanners. An employee is regularly required to communicate effectively via computer, via phone, and in person.
- Fourth Presbyterian Church's/Chicago Light's office is located in downtown Chicago.

### **EEO Statement**

Fourth Presbyterian Church and Chicago Lights are committed to equal employment opportunity for all qualified persons, without regard to race, color, citizenship status, national origin, ancestry, sex, sexual orientation, gender identity and/or expression, age, creed, physical or mental disability, marital status or familial status, veteran status, military status, source of income, political affiliation, or any other factor protected by law. Fourth Church and Chicago Lights seek to build and retain a diverse staff and is committed to fostering an equitable and inclusive workplace where everyone is treated as a respected and valued member of the team.

Fourth Church and Chicago Lights are committed to elevating the voices of individuals of all backgrounds, including but not limited to women and people of color, Native people, immigrants and refugees, low-income people, LGBTQ+, and transgender, gender non-conforming, and non-binary people, people with disabilities, and accordingly encourage qualified individuals from all communities to apply.