

Long Term Functions and Goals of Membership Coordinator **July 2015**

(These are suggested goals for the position and the team effort between the Coordinator and the Membership Team for the first year.)

Intent of This Position:

- To make membership understandable and attractive to our visitors.
- To ease the connections for new members into the social, volunteer and leadership positions that appeal to them.
- To establish connections with existing members to encourage retention for those members that are becoming disengaged.
- To provide continuity of leadership with Membership Team functions.

Goals for Membership Team and Membership Coordinator:

- List what is now being done to make contact with new visitors (Cat's contacts, Hospitality Team functions, clip board information, Vanessa's recording in data base, taking role at Sunday services, etc.)
- Review what our Path to Membership involves and what our Membership Ceremonies, membership packets and celebrations include.
- Organize contact between membership and frequent visitors (people who have visited our church more than 8 times), using Power Church for contact information.
- Development of a questionnaire using a model from Lori Emison Clair to be used with frequent visitors as a starting point.
- Development of a simple reporting system that can be used to report the results of these contacts to the Membership Team on a monthly basis.
- Follow through on the New Member Form that is sent to team leaders for them to contact new members regarding social, volunteer and leadership positions in their teams.
- Review and revise our new visitors programs.
- Review our UU&You program.
- Develop sign up sheets to track attendance at our team meetings and social functions to put in Power Church to give us information on people who are becoming disengaged.
- Develop a system to contact those members personally to encourage retention and to foster improvements in our church.

Responsibility of Coordinator:

- Track time so as not to exceed 60 hours a month.
- Attend Sunday services and coffee hours with alternating between first and second services. Take 3 Sundays off every 6 months.
- Attend Membership Team meetings.
- Attend UU&You meetings.
- Attend Ministry Team meetings (every other month).
- Become trained in the uses of Power Church (or another data base) according to the assessed uses for that information.
- Attend staff and supervisory meeting set up through our minister.
- Remain in regular contact with Membership Team members.