

## **Preliminary Job Functions for Membership Coordinator 7/15**

### **Responsibility of Coordinator:**

- To track time spent so as not to exceed 15 hours a week or 60 hours a month.
- To attend Sunday services and coffee hours.
  - Can alternate between 1st and 2nd service with attendance at coffee hour.  
(Approximately 3 hours a week.)
- To attend Membership Team meetings. (Approximately 4 hours a month or 1 hour per week.)
- To attend UU&You meetings. (Approximately 2 hours a month?)
- To attend Ministry Team meetings once every other month. (Approximately 1 hour a month.)
- To become trained in Power Church according to the assessed uses for that information. If using other data base, insure secure connections.
- To establish a supervisory relationship with our minister. (Not known)
- To attend weekly staff meetings. (Not known...maybe an hour a week?)
- To remain in regular contact with our Membership Team members.
- To attend Board meetings or Ministry Team Council meetings when specific reports are needed.