

Qualifications and Responsibilities of Membership Coordinator

Qualifications for Membership Coordinator:

- Understands and identifies with Unitarian Universalism or its principles.
- Has a warm, engaging presence.
- Works well with other staff, members and leaders of the congregation.
- Self-motivated, works well with details, well organized, good at follow through, and delegating responsibilities.
- Maturity in personal/professional relationships.
- Skill in computer data base management and spread sheets.

Possible Areas of Responsibilities:

- Evaluate and enhance visitor engagement.
- Maintain visitor counts and organize contacts using Power Church.
- Close working relationship with Church Administrator, Minister and Membership Team.
- Maintain records on member involvement and implement a system for contacting members who have become disengaged in congregational life
- Give membership and visitor status reports to Membership Team.
- Work on further definition of our Path to Membership Program.
- Develop surveys to measure visitor satisfaction in order to improve and develop programs for visitors.
- Develop and improve methods for integrating new members into the congregation.
- Coordinate new member ceremonies and celebrations with Membership Team.
- Available Sunday mornings.

