

Preliminary Goals and Functions for Membership Coordinator

Intent of This Position:

- To make membership understandable and attractive to our visitors.
- To ease the process for new members to be involved in the social, volunteer and leadership positions that appeal to them.
- To establish a system of connections with existing members who are becoming disengaged, to both encourage retention and foster growth in our church.
- To provide a continuity of leadership for Membership Team functions as volunteer membership and leadership changes.

Starting Points:

- Meet with Frank Rivas to establish terms of employment, contract issues, and supervisory details.
- Meet church staff, tour the building, attend services and coffee hour, meet Membership Team, Board and Ministry Team Council. Introductions and contact information for Cat Dixon, Frank Rivas, Jaime Alexander, Jack Round, Beth Conover, Jackie Anderegg, Bill and Barb Ross and Vanessa Timberlake.
- Get familiar with data collection with help from Cat, Vanessa, and Bill and Barb Ross.
- Get familiar with Teams, social events, and volunteer activities: Cat can provide our Flame, annual report, church calendar and help navigate our web site. Jackie Anderegg, Beth Conover, and any staff or Membership Team can provide information as needed.
- Track time spent, set up computer, office space and supplies needed.