

Duties of Church Administrator with Membership

- Print visitor name tags
- Print frequent visitor name tags
- Order new member tags (blue magnetic tags)
- Print UU & You signs for the entry way and common room and membership table and cards
- Receive list of visitors who have come 2 times from Vanessa and then send them a 2-visit email
- Receive list of frequent visitors from Vanessa then send out the Frequent Visitor email
- Send out a special email to folks who attend UU & You (get list from Jaime)
- Report in Voluntary Servitude (number of members, who has joined, etc.)
- Mail Welcome Letters that Vanessa prints out. Have Frank sign them or I sign them if he is out
- Email out Welcome Letter if the person did not give a mailing address but did give us an email address
- Annual Meeting Report (joined and deceased listings)
- Vanessa scans the visitor cards. If one has an item checked (like the person wants to talk to the minister) send out an email to the minister with that person's info
- Receive new member forms. Send out to leaders. If person shows interest in a certain area, contact that leader with a personal email. Update Powerchurch with new info.

- Receive new member photos from Bob Hess or Carolyn. Print signs for blue membership table listing new member's name and date joined
- Receive emails from potential visitors who write to the church through website. Send reply. Sometimes forward email to minister and/or Jaime
- Prepare new member packets (sometimes Lois and Carolyn do this as well)
- Change a person's status to moved or deceased or leaving church based on email, phone or mail communication
- Change a person's status to joined (sometimes Vanessa does this)
- Change address/email/phone in Powerchurch
- Change person's last name or household due to marriage or divorce (sometimes Vanessa does this)
- Mail out letters once a year to those who haven't attending or contributed. Wait for reply (get list from membership team then board approves that list)
- Last year I sent out postcards to frequent visitors inviting them to our welcome home service. I would like to see that continued and expanded.