

Board Proposal for Hiring Membership Professional

The Membership Team is proposing for the Board's consideration, the funding of a part time Membership Coordinator for this fall of 2015. This has been a consideration for this team at the beginning of 2015 when it became apparent that despite our effort over the past 2 1/2 years, the increased satisfaction of the members of this church as measured by the congregational survey, our membership counts were only marginally up.

Despite having doubled the size of the Membership Team, we were not able to keep active engagements with members in the service of retaining them and increase our engagement with the large number of frequent visitors our church has seen over the past few years. The challenge of enriching the connection of members, integrating new members into this community and establishing ongoing engagements with new visitors was simply more than volunteer effort could sustain.

This became crystal clear after a forum with Lori Emison Clair on March 7th when she presented us with the facts that growth in churches across the country were connected to adding a Membership Coordinator to the staff.

The question of growth this church is not a neutral issue with trade offs on both sides. It is a question of whether this community as strong as it is now, is prepared to support it's own future and to do what we can to make a future possible.

We see the function of a part time Coordinator as :

- Enriching the experience of members into this community through one on one contact with members that have become marginal. We have a system in place through Power Church to track members who may have become marginal. We need someone who has the expertise in organizing and using that information to assist a Membership Team.
- Providing a clear path for new members to be come more engaged from the beginning of their membership. We need a system in place for team leaders to more directly involve new members as part of our community.
- Establishing tracking of new visitors and ways to enlist this community into one on one contact with them to insure more relationship and clearly invite people to become more deeply connected. We need a system to engage more volunteer effort to do this and to track the results. We need programs for visitors.

The Coordinator would provide the congregation and our Membership Team, the focus to connect more fully with enriching the experience of our members and visitors.

We have clear guidelines for hiring, thanks to Ms. Clair. She has agreed to be our consultant in hiring a Coordinator. We know the qualifications we need, the salary requirements, and the system of accountability and lines of authority that need to be place. We know the composition of a search committee, and through Ms. Clair's help, the places we need to advertise this position.

Search Committee and Qualifications of Positions

These are recommendations only, based on suggestions from Lori Emison's handbook and the Membership Team at First Unitarian.

- **Mission Statement:** The First Unitarian Church of Omaha strives to be a welcoming, liberal religious community with traditions of reason and tolerance, which are reflected in how we live our lives. We are committed to introducing our youth to the breadth of religious thought and encouraging them to responsibly discern their own spiritual paths. We promote spiritual growth, social justice and sustainable living to affect positive change in our society and ourselves.
- **Membership Vision:**
 - In what ways does the membership support the mission of the congregation?
 - In what ways could a Membership Coordinator better support the mission?
 - In what ways could a Membership Coordinator better support congregational life?
 - What are the strengths of the current membership program?
 - What needs improvement?
- **Search Committee:** 3-5 members selected by the Board or Ministry Council, including our minister, chair of the Membership Team, New Member Coordinator, (our administrator), (board member or ministry council member)
- **Qualifications for Membership Coordinator:**
 - Understands and identifies with Unitarian Universalism or its principals.
 - 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.
 - Some skill in computer data base management and spread sheets.
- **Possible Areas of Responsibilities:**
 - Evaluate visitor programs.
 - Maintain visitor counts and organize visitor contacts.
 - Close working relationship with administrator, New Member Coordinator, Minister, and Membership Team.
 - Maintain records on member involvement in congregational life and organize and implement a system for contacting members who have become marginal.
 - Routinely give membership and visitor status reports to Membership Team.
 - Work on further definition of our Path to Membership Program with New Member Coordinator.
 - Developing surveys (using Survey Monkey) to measure frequent and new visitor satisfaction and ways to improve programs.
 - Develop and enhance systems for integrating new members into the community of the church working with New Member Coordinator.
 - Review with Membership Team and New Member Coordinator, our New Member ceremonies and celebrations.

Salary Range for Membership Coordinator
UUA Principles of Fair Compensation
Omaha, Nebraska

These ranges are based on wage rates in cities across the US, not cost of living and are for the 2014-2015 years.

Mid Sized Congregation 150-250.

- Our recommendation for a starting position: 10-15 hours a week with volunteer support. UUA recommends a 25 hour position for a church our size, but we can start smaller as the job responsibilities will be well outlined with volunteer support.
- Salary range recommended: this is calculated by an hourly rate and is a range from the lowest at \$11 per hour to \$15 per hour. At the top of the scale and the top of the hours worked (\$15 per hour times 15 hours) with two months off, the cost would be \$9,000 per year.
- The lowest range at \$11 per hour with 10 hours and two months off would be \$4,400 per year
The mid range at \$13 per hour with 13 hours and two months off would be \$6,760.