

## Job Description

### **Part-Time Membership Coordinator (10 hours per week)**

**Summary** The purpose of this position is to serve the mission and ends of the First Unitarian Church of Wilmington by coordinating elements of a comprehensive congregational growth program. This is a part-time, 10 hours per week, exempt position reporting to the Minister. The position works closely with the Minister and staff, Membership Committee, and volunteers.

**Requirements:** A bachelor's degree or comparable experience; demonstrated experience with project organization and facilitation; strong interpersonal and collaborative skills; effective communicator; familiar with and comfortable teaching Unitarian Universalism principles; experience working with non-profit volunteers desirable.

#### **Primary Responsibilities:**

- Collaborate with Minister and Membership Chair to attract and assist newcomers and other non-members on a path to membership
- Assure and model a welcoming and engaging atmosphere for newcomers to Sunday services
- Coordinate with Greeters and Ushers to foster the welcoming Sunday worship experience
- Serve as visitor support/point of first contact (3 to 4 Sundays/month)
- Oversee Welcome Table by recruiting, training and thanking volunteers, ensuring supplies are ready and available, and creating a positive front-end visitor experience
- Assure all visitors and newcomers receive a personal communication following initial visit(s) to First UU; develop follow-up plans and invitations to specific church events
- Collaborate with Minister on appropriate programs (ex. Faith Forward) for integrating newcomers (and existing newer members) into paths of involvement; coordinate aspects of these programs including scheduling classes, training and scheduling volunteer facilitators, leading programs, providing materials, follow-up assessment
- Work with office staff and volunteers to prepare Welcome and Path to Membership packets, brochures and membership class materials

- Work with office staff and volunteers to help maintain database of church visitors, members and other church attendees
- Work with Communications Team to use communications tools such as church newsletters, website, and social media (such as Facebook, Twitter and Instagram) to promote and encourage membership at First UU
- Attend Staff meetings

**Overall Professional Responsibilities:**

- Utilize training and support materials provided by Unitarian Universalist Association of Membership Professionals (UUAMP) and membership professionals in other organizations
- Develop contacts with membership coordinators in other UU congregations
- Seek professional development/continuing education opportunities

April 11, 2020