

**Community Unitarian Universalist Church  
Membership Coordinator  
Job Description**

**Purpose:** The membership coordinator will be involved in activities to attract new people to our church; promote and retain membership; and facilitate all friends and members in finding meaningful involvement in the life of the congregation.

**Primary Duties:**

- Provide staff support to Membership
- Act as liaison for Leadership Development Committee to ensure new members are included in leadership training and appropriate opportunities
- Ensure membership database is current
- Act as liaison for member interests

**Qualifications:**

- Must have good listening and speaking skills
- Experience in Microsoft Office (Word, Excel, Access)
- Writing skills for newsletter, weekly email blast, letters to prospective members
- Prefer Associate or Bachelor's degree. Experience in lieu of degree acceptable
- Familiarity with Unitarian Universalist values
- Must be able to set priorities and work independently
- Good organizational skills and follow through
- Must be warm, approachable and diplomatic

**Time and Salary:** Per Policy & Procedures, employee is defined as a regular limited-time employee to average 10 hours per week, some Sunday and evening work. Salary per church budget, to be paid semi-monthly.

**Reports to:** Chief of Staff, Membership Chairperson

**Duties may include:**

- Greet newcomers and assist with coordination of greeter team
- Visitor follow up with calls and letters
- Work with Membership Committee regarding membership attraction, visioning
- Facilitate feedback on program effectiveness
- Understand and communicate benefits and expectations of membership

- Work with Membership Committee in planning and implementation of Membership events (Open House, New Member classes, New Member brunch, Membership Book signing, Faith Forward/A Path to Membership)
- Work with new members to find them appropriate activities and contacts within the congregation to integrate into church life
- Facilitate contact with “missing” members
- Work with Membership Committee on “exit” interviews
- Maintain annual membership credential count for UUA
- Manage UU literature supplies and CUUC information flyers
- Coordinate invitations to special events, programs, services that have outreach potential
- Work with Membership committee and other committees on maintaining “new media” presence
- Act as liaison to Leadership Development Committee (LDC) in their nominating function
- Act as liaison to LDC in developing leadership training opportunities
- Promote an atmosphere of hospitality and spiritual growth