



Position Title: Membership Coordinator

Reports to: As assigned by Ministers of Equal Standing

Type of Position: FSLA – \$22 hourly; 15 hours per week; in-person and virtually (zoom)

Email: jcrestwell@uuannapolis.org

Job Summary:

The UU Church of Annapolis is a liberal religious community that is welcoming to all regardless of sexual orientation or race. We seek to build the beloved community by intentionally striving to become an anti racist and anti oppressive congregation.

We are seeking a dynamic Membership Coordinator who can work autonomously with church leaders and members who seek to create a thriving spiritual community. This person is creative, innovative, and desires to help the congregation increase membership and member engagement. The ideal candidate will have some experience in member growth and retention.

The Membership Coordinator helps UUCA welcome, incorporate and keep both new and established members and friends, as part of the church's overall mission: *to inspire and empower all souls to live bold and compassionate lives*. Actively engaging established members while recruiting new members is central to living out our UU values in Anne Arundel County and beyond.

Principal responsibilities include:

- Connecting, engaging, and orienting visitors, members and friends into the life of the congregation in person or online.
- Developing, implementing, monitoring, and evaluating membership programs and policies.
- Oversight of membership line-item in the budget. This includes management of and spending for membership related products and services as approved by your supervisor
- Keep a new member orientation program established for greeting and welcoming newcomers and current members on Sunday mornings, acclimating newcomers to our congregation; making sure they are given the opportunity to fill out a new member card; and receive other pertinent information. This includes leading or supporting UUCA's new member orientation program (Inquirers Series or any developed in its stead) and attend/participate in New Member Sundays.
- Periodically make follow-up calls/emails to visitors and missing members.
- Communicate, as needed with members using UUCA's social media accounts
- Promote healthy stewardship for all UUCA newcomers, members and friends both within new member programs and as requested.
- Coordinate, as needed, with our ministers, staff, and volunteer leaders to connect visitors, members and friends with opportunities for faith development, support and comfort, serving others, and social activities.
- Log weekly church attendance into our database. Keep member data private and up-to-date in our ACS database in coordination with the Finance & Operations Director; enter new member, deceased member and resigned member data sheets into ACS database; help perform maintenance on database (or recruit volunteers to help)

- Take part in training on the membership database (On Demand ACS and Access ACS); provide new members with access to Access ACS and ChurchLife App; keep UU World subscriptions current
- Oversee and manage Sunday morning Greeters and Ushers with volunteer coordinators.

Knowledge, Skills & Abilities:

- Ability to organize and manage several projects at once.
- Ability to work creatively and effectively with volunteers.
- Excellent listening and communications skills, especially with newcomers.
- Proficiency using “Social Media”, Microsoft Office and other internet-based mass communications programs.
- Ability to speak about UU identity, culture and values.
- Appreciation and knowledge of intercultural and anti-racist best practices .
- Appreciation and knowledge for theological diversity and of LGBTQIA+ concerns.
- Ability to be outgoing and friendly with people of all ages and identities.
- Ability to encourage members to be welcoming and invitational about church.
- Ability to understand the principles of church growth and membership.
- Ability to learn on the job.

Estimated Breakdown of Work and Work-Hours (15 hours per week)

Sunday mornings 8am – 1pm (5 hours)

- Welcoming, greeting,
- Worship
- Inquirers class

2 Weekdays (10 hours)

- All-Staff meeting (Tuesdays 11am weekly)
- Check in on existing members if needed (weekly)
- Emails / Pledge calls (weekly)
- Contact newcomers from Sunday past (weekly)
- Contact 2 members (weekly)
- Supervisory check in (bi-weekly)
- Database updates (bi-weekly)
- Beacon program check-in with volunteers (bi-weekly)
- Manage gifts, talents, and interest of new members (bi-weekly)
- Inquirers classes schedule updates (bi-weekly)
- Meet with membership team (monthly)
- Ushers and Greeters list updated (monthly)
- Manage the greeters & ushers scheduling and training (monthly and as needed)
- Contact newcomers and new members within first year of joining (occasionally)
- Plan end-of-year gathering for newcomers (occasionally).

Please send a short cover letter and resume to Rev John Crestwell: jcrestwell@uuannapolis.org