

First Unitarian Church of Alton

110 East 3rd Street, Alton, IL 62002

Office: (618-462-2462)

Position: Membership Team Coordinator
Reports to: Board of Trustees through Stewardship Committee
Hours required: 4-6 hours per month; commitment of one year; term limit of 4 years

General description:

The Membership Team Coordinator supports the Membership Team by delegating tasks, collaborating with team members to provide excellent support, and assuring that the needs of members at all stages of membership are planned and cared for.

Responsibilities:

- Convene meetings of the Membership Team, as needed.
- Delegate responsibilities as appropriate.
- Assure that the needs of visitors and members are supported at each phase of development including:
 - Visitor
 - New Member
 - Long Standing Member
 - Former Member
- Works with the Minister to offer programs for potential and new members.
- Assists Membership Team in contacting each member once per year.
- When possible, completes or delegates completion of exit interviews when members leave.
- Report to the Board Treasurer any significant changes to church finances.
- Attend quarterly meeting of the Stewardship Committee to report on programs, report back to the Board, and coordinate with other teams.
- Contact the Minister in the event of emergencies related to member safety.
- Make official requests of the Board related to the Annual Canvass, as needed.

Skills:

- Ability to communicate effectively in writing and verbally.
- Member of the church for at least two years.
- Ability to delegate responsibility.
- Ability to recruit and sustain volunteers.
- Detail oriented.