

Unitarian Church of Montpelier
Job Title: Membership Coordinator

Job Summary: This is a new and much needed staff position for our congregation. The Membership Coordinator will guide and support the congregation in fostering a culture of welcome and building a community of belonging and engagement. The Membership Coordinator will work closely with our Membership Committee, a group of volunteers who currently lead the ministry of hospitality and member engagement. Evaluations will be conducted in January and June the first year and annually in June thereafter.

Church Data: The mission statement of the Unitarian Church of Montpelier is, “We welcome all, as we build a loving community to nurture each person’s spiritual journey, serve human need, and protect the earth, our home.” We have 238 certified, active members, and our average Sunday attendance (adults and children) is about 200.

Reports to: Minister

Status: Part-time, 10 hours/week (0.25 FTE)

FLSA: Non-exempt, Hourly

Time period: 10 months (43 weeks), September 3, 2018 - June 30, 2019

Work Schedule: This position will require work on most Sundays during the regular church year. Specific hours can be negotiated. Schedule is flexible beyond that.

Essential Functions:

Programmatic:

- Ensure sufficient welcoming activities and services for visitors, newcomers and new members in partnership with the Membership Committee, including:
 - Greeting and welcoming visitors at worship services and during fellowship hour on Sunday mornings
 - Reaching out to newcomers and new members by phone and in-person meetings
- Coordinate New UU and New Member Sunday programs at least twice each year in partnership with the Membership Committee, including:
 - Advertising New UU classes through church communication tools
 - Communicating with participants in advance
 - Planning class content in coordination with the minister
 - Maintaining list of new members for New Member Sunday
- Develop more and better ways to help members and friends participate in the life of the church, both giving and receiving. May include developing a database of skills and interests.

Administrative:

- Maintain Membership List and follow up with new and absent members year-round.
- Assist office staff in maintaining database of members and friends, and producing church directory annually.

- Regularly attend Membership Committee and staff meetings and attend other committee meetings as appropriate.
- Maintain membership in UUAMP (Unitarian Universalist Association of Membership Professionals).

Core Competencies:

Mission Ownership: Demonstrates understanding and full support of the mission, values, and principles of the Unitarian Church of Montpelier.

Hospitality: Generates a sense of hospitality and accessibility by their very presence; communicates a sense of availability, warmth, openness and approachability; fosters natural connections between members of the congregation and with visitors; supports a culture of welcoming and connection in the life of the congregation.

Leadership/Membership Development: Actively connects visitors with the life of the congregation in ways that support membership commitment and growth; understands the membership process of the congregation as a system that incorporates hospitality, welcome, orientation, membership and service; encourages others to discover and engage their giftedness and skills in service to the larger community.

Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of their actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

Verbal Communication: Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener.

Time Management: Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates their efforts on the most important priorities; can appropriately balance priorities.

Minimum Qualifications:

- Bachelor's degree or equivalent.
- At least two years of experience in a professional or volunteer role managing membership or volunteers for a non-profit organization.
- Demonstrated interpersonal, organizational, communication, outreach, and management skills.
- Demonstrated comfort level meeting new people and being at ease in a variety of social situations.

- Ability to use computers, mobile devices, electronic and social media platforms.
- Ability to pass criminal background check.

Desired Skills/Experience:

- Knowledge of Unitarian Universalism and its history, and a demonstrated commitment to liberal religious values.
- Familiarity with membership professional resources.

Compensation and Benefits:

The hourly wage for this position follows the UUA Fair Compensation Guidelines and is \$15/hour. The position also includes an expense fund for professional development opportunities.

How to Apply:

To apply, please send the following items to ucm.apply@gmail.com with the subject “Membership Coordinator.”

- A cover letter explaining your motivation to apply, interest in the position, and relevant skills and experience
- Resume
- Two professional references

Applications will be accepted on a rolling basis beginning August 6th. Position will remain open until filled.

The Unitarian Church of Montpelier is a welcoming, liberal religious congregation, founded in 1864. Our spiritual community is vibrant and mission-driven: congregants engage in a wide variety of activities, classes, small groups, family events, fundraisers, meals and compassionate, social and environmental justice-making actions in the wider world.

The Unitarian Church of Montpelier is an equal opportunity employer. We encourage applications from women, people of color and other members of underrepresented groups who will contribute to the diversity of our staff.

www.ucmvt.org

www.facebook.com/UnitarianChurchofMontpelier