



Unitarian Universalist
Congregation at Shelter Rock
Human. Kind.

Title	Membership Coordinator	Classification	Exempt
Reports To	Developmental Minister	Weekly Work Hours: 35	Date: 08-09-22

Summary:

Position Responsibilities

The Membership Coordinator directs a comprehensive membership growth, new member assimilation, membership tracking, volunteer identification, and leadership development program.

Newcomer Engagement

- Ensure that members and visitors have a welcoming experience at worship services and other UUCSR events
- Work to attract potential members via a Plan My Visit process, follow up contact, outreach at community events, and in online communications
- Develop and plan newcomer programs, orientations for new members, and other events and programs
- Assist other staff and lay leaders in working with newcomers
- Collaborate with the Membership Committee, and their chair, in carrying out its charge
- Recruit, train, and support volunteers for newcomer and membership programs
- Track engagement of newcomers
- Educate the congregation on Radical Welcoming, the Spectrum of Belonging, and other developing frameworks

Member Engagement and Retention

- Strategize with Membership and other committees, ministerial staff, and other congregational staff on how to engage and retain members in programs
- Increase engagement in various areas of congregational life, and help direct members to volunteer opportunities and programs they may be interested in
- Develop a post-joining membership path that guides congregants from newcomer to stakeholder

Leadership Development

- Collaborate with the Member Resource Committee and Program Council to develop and implement a Leadership Development program that prepares members to serve in leadership positions
- Assist in finding and planning Leadership Development trainings for upcoming and current leaders, including training in anti-racism and transgender inclusion
- Work annually with MRC to make recommendations on committee and committee chair appointments

LEAD MINISTER & MINISTER OF LIFESPAN RELIGIOUS EDUCATION: Rev. Dr. Natalie Fenimore

DEVELOPMENTAL MINISTER: Rev. Jaye Brooks

MINISTER FOR CONGREGATIONAL LIFE: Rev. David Carl Olsen

CONGREGATION OPERATIONS ADMINISTRATOR: Adam Barshak

VEATCH EXECUTIVE DIRECTOR: Joan Minieri

MINISTERS EMERITI: Dr. Barry M. Andrews, Dr. Paul S. Johnson, Jennifer Brower

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Membership Growth

- Provides a strategic plan to increase membership
- Directs a joining and renewal process for membership that is sustainable and accessible
- Advise staff and congregational leaders as to outreach efforts likely to attract newcomers
- If a member leaves the congregation, seek to identify the reason and use the information gained to improve the quality of the membership experience

Membership Renewal Process

- Implement the annual Membership Renewal process to align with and inform the annual pledge campaign
- Work with Membership Committee, Caring Committee, Ministers and the BOT to create a seamless process of outreach to ensure that members at risk of losing membership do not fall through the cracks
- Strategize to increase the percentage of the congregation that donates their “time, talent, and treasure”

Membership Database

- Manage the Membership database (as needed, research and implement a new Membership database with other key staff members)
- Collect and analyze data on member engagement
- Track member engagement (ensuring where possible inclusion of demographic information) through interest and opportunity fields and other data
- Maintain visitor records
- Use analytical tools to provide information on trends in membership (demographic, geographic, etc.)
- Provide membership data to committees and other UUCSR staff and entities (e.g., MRC) as needed

Online Presence, Communication, Technology, and Outreach

- Collaborate with the UUCSR Communications department to enhance our online presence
- Offer expertise and support to make our online presence welcoming and engaging for newcomers
- Increase UUA and denominational connections and UUCSR presence online
- Collaborate with the necessary committees and groups to bring our programs online
- Collaborate with key staff and leaders in building our multi-platform congregation

Membership	<ul style="list-style-type: none">• This position engages with visitors, friends, and members of UUCSR.
Governance Support	<ul style="list-style-type: none">• The Membership Coordinator prepares a quarterly report for the supervising minister with the expectation that it will be shared and discussed with the Board of Trustees.
Volunteer Coordination & Recognition	<ul style="list-style-type: none">• The Membership Coordinator position works to recruit, train, and support volunteers for newcomer and membership programs.
Committee Support	<ul style="list-style-type: none">• The Membership Coordinator works in direct collaboration with the Member Resource Committee, the Membership Committee, and Program Council.• The Membership Coordinator also collaborates with other committees and teams as needed.

Qualifications & Requirements	
Education	<ul style="list-style-type: none"> • BA desired but not required • Have UU Association of Membership Professionals certification or willingness to gain certification as a condition of employment. (As part of their job responsibilities and at UUCSR expense, the successful applicant will become credentialed.)
Work Experience	<ul style="list-style-type: none"> • Work experience in a congregation, ideally with experience in Membership, is helpful. Other similar work experience will be considered.
Professional/Personal Strengths and Skills	<ul style="list-style-type: none"> • Possess a deep familiarity with UU principles and practices and commitment to these • Demonstrate skill in interpersonal relations and group dynamics • Work well with individuals of diverse backgrounds and personalities and demonstrate the ability to work collegially with other professionals and leaders in the congregation • Show personal warmth and a calm, non-anxious presence • Be self-motivated, well-organized, detail-oriented, able to follow through with and delegate responsibilities • Possess good memory for names and personal backgrounds of members and potential members • In consultation with the Ministry Team and the Membership Committee, be able to articulate a vision for how to engage, develop, and help members get the most from their UUCSR experience • Understand budget development and working within financial constraints
Driver's License	<ul style="list-style-type: none"> • N/A
Work Schedule	<ul style="list-style-type: none"> • Be present before and after worship services (Sundays and one Friday per month) and other key events • Be available some evenings to attend committee meetings and events as needed • Adhere to UUCSR flexible work schedule policy
Physical Requirements	<ul style="list-style-type: none"> • N/A
Technology and other equipment	<ul style="list-style-type: none"> • Have excellent computer skills and familiarity with software and tools that could aid in membership recruitment, management, data collection, and retention