

# **Follen Community Church**

## **Membership Director**

### **Job Description**

Finalized May 2018

Reports to: Minister

Effective: August 15, 2018

Status: 24 hrs/week September-June; 4 hrs/week July/August

Compensation: Salary commensurate with experience in accordance with UUA guidelines

#### **Job Summary:**

The Membership Director will provide collaborative leadership, strategic vision, and support to the ministries of Follen Community Church, with a focus on effective comprehensive membership growth, new member assimilation, membership tracking, and volunteer development.

#### **Essential Functions:**

- Serves as the first face of Follen: creating a welcoming and hospitable Sunday morning atmosphere, being present in worship, recruiting and supporting ushers, videographer, hosts, and coffee hour volunteers to offer an immediate friendly connection, and finding ways to nurture newcomers' engagement, both in continued worship attendance and outside of Sunday morning.
- With an entrepreneurial and positive spirit, seeks innovative and sustainable ways to strengthen our outreach, welcoming, and hospitality. Initiates communication strategies and systems designed to invite newcomers into the church, follows up with visitors, and partners with minister to welcome new members into the community.
- Manages Follen's current communication modes, through some direct implementation and some supervision of an administrative assistant.
- Engages with the staff team, the Community and Hospitality Action Team (and subteams), Stewardship, and the Nominating Committee, to help these teams engage members of the Follen Community.
- Orient newcomers to Unitarian Universalism and congregational life at Follen.
- Updates Breeze database to note contacts with prospective members.

#### **Other Responsibilities:**

- Participates in Sunday morning worship, staff meetings (traditionally Monday mid-day), and some evening meetings, with flexibility around other hours.
- Support Follen's resolution to become an actively anti-racist congregation.

#### **Minimum Qualifications**

Education: Bachelors degree required.

Licensure: Trusted Employee safety check required.

Demonstrated leadership and social skills.

## **Core Competencies:**

*Mission ownership.* Demonstrates understanding and full support of the Unitarian Universalist mission, vision, values, history and beliefs of the congregation; consistently behaves in a manner congruent with the mission, vision, values, history and beliefs.

*Hospitality/Accessibility:* Generates a sense of hospitality and or accessibility by his or her 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; creates an environment that others want to participate in.

*Developing volunteers and leaders.* Encourages others to discover and engage their giftedness and skills in service to the larger community; communicates expectations clearly; calls out the best in others; maintains open and active dialogue with volunteers.

*Interpersonal relationships.* Relates well to all kinds of people, inside and outside of the congregation; builds appropriate rapport; builds effective and constructive relationships; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; is regarded as a team player; avoids communication triangles.

*Attention to Detail:* Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

*Communication skills:* Is able to deliver a message clearly, articulately and with appropriate emotion, tone, and style; adjusts the message, without losing the essence of the message, depending on the context; is able to write clearly, correctly and succinctly.

*Technical Expertise:* Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.