



Membership and Volunteer Coordinator Job Description

Principal Function: The membership and volunteer coordinator is a valuable member of the church staff. This position assists the pastor with welcoming new members. This position assists the pastor, staff, leadership teams, and congregation by establishing and creating connections within the congregation to fill committee/program volunteer positions and foster active member involvement.

Position Type:

Part-time; 10 hours per week, not to exceed 520 hours per calendar year

Payroll; Monthly

Flexible Schedule

Annual Review

Essential Duties and Responsibilities:

- *Co-lead New Member orientation with the Pastor
- *Work with the Office Manager to follow up with recent visitors of the congregation
- *Connect new members to appropriate committees and volunteer opportunities
- *Work with staff and leadership teams to reach out to possible volunteers for various committees
- *In Coordination with the Office Manager and Pastor, reach out to current members that have not attended or engaged with the congregation
- *Prepare and update the congregation on ongoing or new needs
- *Periodically report activities/review of past activities to congregation
- *Explore opportunities for small groups within the congregation
- *Explore potential "In Touch" groups and facilitate leader trainings
- *Facilitate planning of special social congregational events, such as a Brewer game
- *Prepare weekly bulletin blurbs and monthly newsletter articles for Pilgrim's Progress
- *The volunteer and membership coordinator serves as a resource for the staff, congregation, and volunteers, which includes providing information regarding members, directly relating to the ministry team and staff leads regarding volunteer needs, along with providing volunteer training as necessary in a regular manner, and reports to Church Council as needed.

Required Knowledge, Skills and Abilities:

We are seeking an individual willing and able curate a general knowledge of congregation members gifts, skills, and interests. We will encourage this individual to develop a general understanding of the congregation and wider communities volunteer needs.

Independent, able to set priorities, attentive to detail, organized, great follow through, effective communication skills, and strong interpersonal skills.

Supervisory duties for the Volunteer and Membership Coordinator will be the responsibility of the Pastor. The Staff Relations Committee will provide any needed support and/or guidance, as requested by the Pastor.

Every Church Staff Member is an at-will employee of the congregation, and is ultimately responsible to the Church Council and Pastor. Church Staff members maintain a shared promise of confidentiality, conflict resolution, and cooperation. The Church Staff Member also understands the need to attract and retain church volunteers, (which may include but not be limited to, congregational members / friends /visitors) as he or she works to maintain and extend the mission of Pilgrim United Church of Christ. The Staff Relations Committee will provide any needed support and/or guidance to all Church Staff Members, as requested by the individual employee, the Pastor and/or the Church Council.

Support the theological understandings of Pilgrim United Church of Christ (UCC), which promotes intentional hospitality, social diversity, freedom of thinking, and a spirit of grace rather than judgment. Our congregation is Open and Affirming of LGBTQ persons, and is committed to promoting Accessibility and Safe Sanctuary to all who participate in our congregational life.

Education and Experience:

Past volunteer experience and coordination is required.

A high school diploma or equivalent is required and two or more years of college is preferred

Ability to follow directions and communicate with all staff and the congregation

Work Environment:

Flexible during special events

Attend monthly staff meetings