

Title: New Member Coordinator  
Reports to: Executive Assistant and Office Coordinator



## **NEW MEMBER COORDINATOR**

Updated April 24, 2013 (v4)

### **STATEMENT OF FAITH:**

### **JOB DESCRIPTION**

The New Member Coordinator is responsible for managing visitor relations and incorporating new members into St. Francis Episcopal Church.

### **SKILLS**

- Possesses a friendly and outgoing demeanor.
- Is organized and detail-oriented.
- Is persistent.
- Demonstrates excellent oral and written communication skills.
- Has strong working knowledge of St. Francis Episcopal Church parish life.
- Has been instructed and has working knowledge of the Episcopal tenets.
- Is a member of the church.

### **RESPONSIBILITIES**

#### **New Members:**

- Updates Weekly New Member Reports in P Drive and provides hard copies to Membership Dept. and the Rector's office.
- Maintains records/paperwork for all Transfer Requests going out and coming in. (Requests will be generated by Membership Coordinator but maintenance will be the responsibility of the Records Administrator.)

#### **Visitor Relations:**

- Handles personal greetings on Sunday mornings:
  - Assures Welcome Visitor Cards are in pew racks, with pencils.
  - Greets Visitors before and after the 9 a.m. service and before the 11 a.m. service.
  - Greets Visitors during the 10 a.m. "Coffee Talk".
- Responsible for setting a timeline and establishing a Greeters Guild, a group of volunteers who can participate in Sunday greetings.

#### **Communication with Visitors and New Members:**

- Contacts and follows up with all visitors through phone calls.
- Contacts and follow up with all visitors indicating they wish to become members.
- Creates a Call Sheet for Clergy.
- Creates a Welcome Letter for Rector's Signature.
  - Sends Welcome Booklets (including a return envelope and Pledge Card).

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### **Communication:**

- Keeps a tracking system with comment notes updated weekly for all Clergy and Front Desk.
- Works with SFEDS on keeping upcoming membership classes communicated in Wolf Watch.

### **Membership Incorporation:**

- Schedules with Rector, plans, and organizes New Member 101 Classes, Sundays at 10 a.m.
- Schedule and organizes once a month Church campus coffees and lunches: Sept. Oct, Nov. Jan. Feb. Mar.
- Schedules and organizes twice a year Rector home events: October/November and February/March.
- Works with and recruits volunteers.
- Harvests new member information for the data base.
  - Work with the Front Desk-Records Administrator on getting church records received and recorded from other churches as needed.
- Contacts ministry area chairs to follow up with new members and updates data records to show areas of new member involvement.
- Works with Event Coordinator on volunteer recruitment.
- Meets with new members, face-to-face, to assess gifts and connect to complimentary ministry areas.

### **Administrative Oversight and Accountability to the Diocese:**

- Develops a list of all ministry areas with leadership and phone numbers.
- Assures greeting materials such as: welcome books, visitor cards are in stock.
- Works with SFCH Facilities personnel to assure all set ups for visitor and new members meetings are completed in a timely fashion.

### **CREDENTIALS**

- Formal College Education. Preferably, BS degree.
- Friendly, supportive and positive, maintaining a culture of open communication.
- High energy to keep up the pace in a fast paced environment.
- Background in utilizing computers. Experience in Microsoft Office, Publisher, Outlook, Word, Excel and ACS software.
- Ability to multitask in a time sensitive, budget restrained, and resource limited environment.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_