

Job Description for Membership Services Coordinator

Job Summary

The Membership Services Coordinator's job is a position set up to help the church welcome, incorporate and keep both new and existing members and visitors, as part of the church's overall mission: to show compassion and make a difference, in the church and in the world.

Time Required: The Membership Services Coordinator position is considered a full time. The exact time per week can vary greatly through the year depending on the church-year cycle of activities and visitors.

Reports to: Lead Pastor

Coordinates with: The Membership Services Team Members and Administration. Also communicates regularly with other leaders as needed.

Principal Duties and Responsibilities:

1. Work in coordination with other Membership team members to help visitors and new members on the path to becoming a NCC member.
2. Provide advice on developing and maintaining programs that will ensure church growth: including faith development, social responsibility, volunteer involvement, community building, and financial giving within the church.
3. To train and guide volunteers in doing the work of integrating new people into the church.
4. To help people in the church understand and communicate the different expectations and opportunities for Visitors, Friends and Members.
5. To help manage and maintain the database of church Visitors and Members.
6. To help the Leadership Development Team collect data on personal interests and needs of Visitors and Members of the church; and use this to help church Visitors and Members involved with programs and volunteer work.
7. To understand and promote understanding of the diverse needs and interests that bring people to our church and that will help them find what they need.
8. To coordinate with outreach and community relation programs of the church.
9. To work with the Pastoral Staff and the Administrative Staff to ensure the Pastoral needs of Visitors and Members are met.
10. To work with the Pastoral Staff in developing Orientation to the Church sessions, and programs to welcome new and existing members to the congregation.

Requirements:

1. This job can include significant evening and weekend hours, especially on Sunday mornings.
2. The Coordinator must have a college degree and/or a history of job success.

Additional skills needed:

1. Ability to organize and manage several projects at once.
2. Ability to work creatively and effectively with volunteers.
3. Excellent writing and speaking skills.
4. A high level of knowledge and skill in using "Social Media".
5. Ability to be outgoing and friendly with people of all ages.
6. Ability to encourage others to invite and welcome people to the church.
7. Ability to understand the principles of church growth and membership.

Other Considerations of the Job: TBD