

Membership Director

Reports to: Minister

Effective: 6/1/15

Status: Part-time (15-20 hours/week)

FLSA: Exempt

Job Summary

The Membership Director helps those who are new to The Community Church of Chapel Hill, Unitarian Universalist, feel welcome and get connected and helps established members to deepen their connections with the church.

Essential Functions

- Responsible for welcoming efforts on Sunday mornings.
- Recruits and trains volunteer greeters for Sunday mornings.
- Collects and tracks visitor data.
- Promotes involvement in the programs of the church.
- Communicates with visitors about church programs and activities.
- Develops and leads orientation sessions for visitors.
- Designs and implements efforts aimed at retaining current members and helping them to connect more deeply to the church.
- Works collaboratively with Membership Committee to establish goals and accomplish membership-related activities.
- Participates in weekly staff meetings.

Core Competencies

Interpersonal Relationships. Relates well to all kinds of people; exudes personal warmth; connects easily with others; builds appropriate rapport; builds effective and constructive relationships; works collaboratively with and demonstrates appreciation for volunteers.

Communication Skills. Proficient at verbal and written communications; ability to clearly communicate information about the church as well as its mission, vision, and values.

Organizing. Inputs, tracks, and sorts data; tracks communications sent and received; working familiarity with membership database and spreadsheets; develops schedules and task/people assignments.