

Director of Membership

Purpose: To oversee all aspects of visitor and member connections with Everybody's Church

Goals:

1. Ensure online visitors are welcomed and connected with church.
2. Ensure that the church stays in touch with shut-ins and members who need special attention.
3. Ensure that all membership records and information are accurate

Job Requirements

1. Organizational skills and a willingness to learn the Shelby database system
2. Openness and flexibility in dealing with individuals and situations.

Primary Responsibilities

1. Visitor/New Member Connections
 - a. Connect with visitors through emails, phone calls and letters. During COVID there may be few visitors and so connect as possible with our online community.
 - b. Coordinate New Member gatherings (online during COVID), including working with other staff/session
 - c. Take pictures of new members and create bios for church publications.
 - d. Communicate with new members, post joining, for two years so that they feel welcome and are aware of FPC activities.
2. Weekly Attendance

Input Sunday attendance from attendance registers. During COVID this means using electronic sign in or, online by name if a person fills out the Live Stream Attendance Form from Everybody's Church website. Also record attendance based on total on-line views.
3. Membership Connection
 - a. Work with deacons and pastoral staff to ensure continuing connections with shut-ins and members who have special needs (births, deaths, hospitalizations)
 - b. Enhance membership participation in the life and work of the church.
 - c. Oversee food for new mothers, those post-surgical and others in need (Casserole club following COVID and food cards during COVID)
4. Data Management Duties
 - a. Responsible for set-up, maintenance and accuracy of our membership information
 - b. Add new members to the Shelby system (our church management software)
 - c. Delete members due to death/transfer, etc.
 - d. Make all necessary changes to Shelby for current members/visitors
 - e. Prepare an annual list of those who have not attended or contributed in two years and present this to the Clerk's committee for review.
 - f. Stay current with Shelby system updates and possible new ways in which the software can be used to enhance the ministry and mission of the church.
 - g. Arranging ongoing training for staff to enhance their use of the software

5. Administrative Duties

- a. Compile monthly Clerk Reports for approval at Session Meetings.
- b. Update the Church Registry books for Presbytery approval.
- c. Send letters to previous church on behalf of new members that are transferring their membership to FPC.

6. Staff Responsibilities

Attend weekly staff meetings (during COVID these are all online)

Committees: Member Connect

Review: Annual Review by Head of Staff

Hours, Pay, Benefits:

20 highly flexible hours per week with work at home option; Sunday mornings required to be in the church (may miss 4 Sundays a year). Some work on holidays (Christmas Eve, Easter, etc.) may be required as well.

Pay will be \$17.00 per hour. Benefits are outlined in the First Presbyterian Church Personnel Policies. This is an "at will" position.