

**Universalist Unitarian Church  
3000 W Richwoods Blvd  
Peoria IL 61604**



**Job Posting. September 2022**

**Part Time Membership Coordinator for the Universalist Unitarian Church of Peoria**

**STATUS: 21 hours/week, non-exempt**

**SALARY: \$25,000 - \$28,000 a year**

**BENEFITS: Holiday pay, vacation, sick and personal paid time off.**

**REPORTS TO: Minister**

**To Apply: Send your resume by email to [careers@peoriauuchurch.org](mailto:careers@peoriauuchurch.org). In your email, please include a brief explanation of why you are interested in this position.**

The Universalist Unitarian Church of Peoria is a home for progressive religious tradition dating back to 1843. UUs uphold a set of shared principles. We affirm and promote:

- The inherent worth and dignity of every person.
- Justice, equity, and compassion in human relations.
- Acceptance of one another and encouragement to spiritual growth in our congregations.
- A free and responsible search for truth and meaning.
- The right of conscience and the use of the democratic process within our congregations and in society at large.
- The goal of a world community with peace, liberty, and justice for all.
- Respect for the interdependent web of all existence of which we are a part.

**Full Job Description:**

The Membership Coordinator guides the initial and early contacts with visitors and new members for the Universalist Unitarian Church of Peoria. The effort results in a smooth transition for new members as they become acquainted with the denomination and the Peoria church community. This intentional and ongoing contact assists the member(s) and benefits the church by developing members who are well informed about the principles of the church and the features of the Peoria congregation specifically.

The Membership Coordinator holds a unique body of knowledge about the membership and serves as a valuable liaison for church committees and/or groups to build healthy relationships within the congregation through programs and activities. The Membership Coordinator also assists with planning and executing the annual stewardship campaign.

**Requirements:**

Promote an effective “path to membership” process:

- Facilitate the efforts of a Welcome Committee to greet visitors
- Track and record repeat visitors
- Suggest church activities and/or groups to repeat visitors
- Discuss the connection between membership and giving

Ensures new members are aware of opportunities in the church:

- Meet with new members to familiarize them with the church
- Help new members become integrated into church life by connecting them with the appropriate people, groups, activities and classes
- Plan and facilitate membership oriented activities

Consider members’ needs and interests:

- Facilitate matching volunteer opportunities with members’ skills and interests
- Help established members get to know visitors and new members
- Analyze members’ involvement, retention, causes of lapsed membership
- Conduct on-going communication with “chronically absent” members

Provide guidance to the church committees engaged in membership related activities

- Coordinate inter- and intra- committee activities for the Communications, Recognition, Welcome, and Fellowship Committees
- Become familiar with member interests/skills and help connect them to the appropriate committee

Keeps current with the latest strategies for improving/enhancing church membership

- Evaluate effectiveness of the process and initiate change as appropriate
- Survey current literature and events for opportunities to learn improvements

Serves as a member of the church’s Administrative Team

- Actively participate in Administrative Team Meetings
- Participate in team discussions and duties
- Serve as liaison for Program Committees as assigned
- Direct the annual credential committee count of members
- Assist the Budget Development Team in gathering data and creating the annual budget
- Aid the Annual Campaign Team in developing processes and strategies
- Support the Stewardship Development Team in creating long-term development goals

**Qualifications:**

- Skilled at fostering healthy congregational relationships that contribute to spiritual growth
- Able to gain and protect the trust of the congregation by maintaining confidentiality
- Effective time management
- Strong communication skills (texting, email, interpersonal, zoom)
- Capable of analyzing, planning, executing
- Basic financial concepts
- Able to navigate Excel and Microsoft Office Suite
- Volunteer management

