Membership/Growth Coordinator
Job Description
First Presbyterian Church
Wilmington, NC

Purpose: The purpose of the position is to help maintain a strong level of connection between First Presbyterian Church and its’ members and visitors. This position will be supervised by the Associate Pastor of Growth & Mission.

Essential Functions:

- **Coordinate guest & new member follow-up**
  - This would include staffing the Welcome Center each Sunday morning in order to meet our guests help get them connected.
  - Processing worship attendance to keep track of current members and guests
  - Coordinate New Member classes 3-4 times a year as individuals join the church
  - Work with volunteer calling teams to contact and follow up with guests and new members to ensure they are assimilated, connected, and involved in the life of the church
  - Support for the general work of the Growth committee.

- **Coordinate connection, tracking and follow-up of current members**
  - This position would serve as a primary contact for members who are interested in connecting or serving a particular ministry of the church.
  - Examine changes in attendance patterns for members and reach out to them in an effort to reconnect them to the life of the church
  - Guide a process to collect the “time and talent” inventories of current members and help connect those individuals with the appropriate opportunities to engage in ministry.
  - Maintain our membership rolls ensuring accurate and up-to-date contact information of members. General knowledge the ACS system is preferred.

- **Assist in church communication**
  - This position will also pay particular attention to communication directed at new members, guests, and the community at large in order to encourage their connection and involvement in the congregation. (in coordination with the Communications Coordinator)
  - Communicate stories of church members living out their calling in service to God

- **Coordination of member services**
  - This position would work to support the logistics of weddings and baptisms.

- This position will require attendance at congregational events outside normal business hours.
- Other tasks as needed at the direction of supervisor
Core Competencies:

1. **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

2. **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

3. **Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.

4. **Written Communication:** Is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers message in a tone appropriate to the context.

5. **Team Orientation:** Is an integrated and effective member of the staff team, committed to the success of all areas of congregational life. Demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to members of the team; understands and supports the importance of teamwork.

6. **Spiritual and Emotional Maturity:** Shows strong personal depth and spiritual grounding; Is emotionally mature; can maintain a non-anxious presence in the midst of turmoil; not overly dependent on outside affirmation; Has a healthy appreciation of self without being egotistical.

**Accountability**
The Membership/Growth Coordinator is directed by and accountable to the Associate Pastor of Growth & Mission.

**Evaluation**
An annual evaluation will be performed by the Associate Pastor and the Personnel Ministry.

**Hours & Compensation**
This position is non-exempt, part-time 20 hours a week, without benefits per church policy. The annual budgeted amount for this position is $15,063.75 for calendar year 2015 and is subject to annual review.