

Unitarian Universalist Church of Bloomington, Indiana
Seeking the Spirit – Building Community – Changing the World
Connections Coordinator

Position Description *proposed Feb. 2016, revised April 2016*

Summary: The Connections Coordinator develops strategies and coordinates and evaluates programs to: welcome visitors; attract and form new members; foster connections throughout the congregation; encourage participation by young adults and the campus communities; and support continued deepening in the membership journey of our members. This work is understood as a vital ministry within the congregation's overall ministry.

Accountability: The Connections Coordinator is a member of the core staff. This position reports to the Senior Minister.

Duties

Hospitality and Sunday mornings:

- Work with lay leaders of Sunday morning hospitality groups (Greeters and Newcomer Welcomers, and Java Crew) to create a positive front-end visitor experience and support recruitment, training and thanking of these vital volunteers
- Provide and model a warm and welcoming presence on Sunday mornings 3 Sundays per month; count adult attendance at each service and report to office.
- Recruit and coordinate Fellowship Hour Hosts to circulate and connect particularly with visitors at coffee hour; coach the entire congregation on how to be truly welcoming
- Recruit and coordinate volunteers to send welcome emails to visitors, after first visit and at 3 months
- Work with office staff to prepare Welcome packets for welcome table, brochure updates, new member packets, and membership class materials.
- Keep Welcome Table area well-stocked with Welcome packets, pens, visitor name tags, regular name tag holders, etc.

Pathway to Membership:

- Ensure that First Steps introductory class is offered and publicized monthly
- Organize and publicize Exploring UU classes: recruit/schedule/train facilitators, present sections on membership and activities for newcomers, and convene facilitators periodically to review syllabus, celebrate their work, and capitalize on their enthusiasm.
- Coordinate and conduct new member ceremonies, held bi-monthly in recent years (aka "signing the book")
- Update database to show membership as attribute, add rite of passage date, and upload pictures. Add new members to myUUA.org for the *UU World*. Inform Stewardship volunteer(s) of new members to contact for support around pledging.
- Connect with each new member in person (or, if preferred, by phone/email) to build relationship and learn individual interests, needs and gifts.
- Link new members with appropriate groups and activities. Follow up as needed.

Continuing Connections

- Be available to visitors and new members on an ongoing basis to answer questions about church life.
- Raise congregation's awareness of existing activities through order of service insert, the Prologue newsletter, the Friday Update email, social media such as Facebook, the Connections booth, and such other means as may be developed.
- As appropriate, relay pastoral issues concerning any member, of any age, to the ministers / Caring Committee.
- Develop and support Membership Committee or other cadre(s) of volunteers, to handle tasks and projects such as follow-up contacts to newer members, maintaining "Our Folks in the News" news clippings area on kiosk in Fellowship Hall, carrying out membership anniversary contacts, reaching out to members who have fallen away, and staging community-building events (potlucks, Splash of the Sacred, coffeehouse, etc.).
- Twice a year, bring visibility to congregational groups on Sunday, to invite participation and celebrate our shared ministry, by developing strategy and coordinating groups' participation (e.g., Getting Involved Fair, Power of Community ritual & Connections Expo, or other creations).
- Support affinity and interest groups in forming and accessing congregational resources to serve members (e.g., groups other than programmatic committees or social justice task forces).
- Recruit and coordinate volunteers to create additional social opportunities to help build relationships, especially for newer people.

Young Adult and Campus Ministry

- Maintain email list and Facebook group for young adults, drawing upon weekly visitor list from the office to populate these on an ongoing basis.
- Coordinate regular Sunday luncheons for the Beacon Young Adult group (ages 18-35).
- Encourage young adults to participate in all aspects of congregational life through personal interactions, young adult email list, Facebook group or such other means of information-sharing as may be developed.
- Work with Campus and Young Adult advisor to stay current with Indiana University connections for campus ministry, at a minimum ensuring that a UU group remains registered as a student group and is publicly listed as such.

Deepening Involvement and Growth

- Help core staff and Leadership Cultivation Com. identify new lay leaders.
- Work with leadership to identify needs and resources for further forming people as UUs; support development and promotion of such additional programming, such as periodic UU history course, perhaps the Wellspring program, periodic retreats, and other adult RE strategically chosen.

General Duties:

- Participate in weekly core staff meetings, mid-week check-ins, periodic retreats, monthly A-team meetings, and other such gatherings for communication and coordination.
- Meets with supervisor as arranged.
- Attend congregational meetings and other important gatherings, where information is shared in both directions between congregational leadership and members.
- Participate in visioning, strategy development and program evaluation for the church, as a member of the core staff who brings the lens of membership development to these conversations.
- Maintain spreadsheet of weekly stats for children and adults.
- Examine trends in our guests and membership and report on the ministry of membership to the Board.

- Maintain record of marriages conducted on site, and also of deaths of members.
- Assist ministers and church administrator with Membership Roll Review each October.
- Document position and duties as job evolves.

Professional Development:

- Attend courses, workshops and webinars for professional development.
- Keep up with latest information/statistics about membership journey.
- Join UUAMP (association of Membership Professionals) for communication and exchange of ideas with others doing similar work, using email, Facebook, monthly chats and any other tools. Attend yearly professional day pre-GA.
- Remain abreast of UUA and regional resources for young adult and campus ministry.

Compensation

Status: Exempt, average 20 hours per week.

Salary: Commensurate with skills and experience. Salary range for the coming year is \$15,000 to \$16,500. Our congregation continues to move toward full compliance with the UUA's fair compensation guidelines for all staff positions.

Benefits: Optional participation in UUA Retirement plan, UU Health Insurance, UU Long Term Disability Insurance, UU Dental Plan, UU Term Life Insurance, Section 125 Flexible Benefit plan. The church does pay any of the premiums or contributions for these benefits for this staff position.

Professional Expenses: Funds are budgeted annually to support the Connections Coordinator for continuing education, General Assembly, books and periodicals. For the coming fiscal year, a professional expense line in the range of \$300-\$500 is budgeted.