

Connections Coordinator for the Unitarian Universalist Church of Bloomington, Indiana

2120 N Fee Ln, Bloomington, Indiana 47408

Who we are: UUCB is a vibrant Unitarian Universalist congregation in the university town of Bloomington Indiana, with 569 members. We have the vision of “Seeking the Spirit, Building Community, Changing the World.” This congregation has a long history of social justice work, with 12 active social justice task forces. We currently have one Sunday morning worship service at 10:15 AM, offered both online and in-person at www.uubloomington.org

The Unitarian Universalist Church of Bloomington (UUCB) has an opening for the position of Connections Coordinator. This 30 hour a week salaried position oversees hospitality to newcomers, members, and friends; and works to connect them to the religious community in ways that are meaningful to them and are of service to the church. The Connections Coordinator also promotes UUCB visibility in the larger community.

Skills Required:

- Excellent Interpersonal Skills.
- Ability to manage and organize programs and events with minimal assistance and oversight.
- Excellent Communication Skills, both verbal and written.
- Proficient with standard office software including MS Excel, Google drive, MS Word, Zoom, and Gmail; As well as able to quickly learn new programs, such as Planning Center database.
- Experience in volunteer recruitment-- matching talents and interests with opportunities.
- Experience with communicating via social media, including Facebook.

General duties:

- Forms relationships with newcomers and members of the church community, learning their talents and interests. This enables the Connections Coordinator to match community members to volunteer opportunities within the church that feed them and are of service to the church.
- Organizes and oversees membership ceremonies, as well as Exploring Unitarian Universalism (membership) classes and New to UU classes.
- Maintains data pertaining to church visitors, membership, marriages conducted on site, deaths of members, as well as weekly worship service attendance.
- Utilizes the church database to create reports relating to membership, and to create event registrations.
- Serves on multiple committees and attends Sunday morning worship services, which requires evening and weekend hours.
- Communicates with current and new church community members via phone, email, Facebook, church database, newsletters, and in-person.
- Organizes participation in outreach events, including but not limited to: Bloomington Pridefest, the Spencer Pride Festival, and the IU Student Involvement Fair.

Detailed Job Description

Hospitality and Sunday mornings:

- Provides and models a warm and welcoming presence on Sunday mornings, including providing information about Unitarian Universalism and UUCB to newcomers and answering questions from newcomers and members as needed.
- Recruits and coordinates volunteers to send welcome emails to visitors.
- Ensures welcome pamphlets and other welcome materials are available in the church foyer.
- Sends welcome emails to people who complete our on-line guest card. Includes clear pathways to get involved with the congregation.

Pathway to Membership:

- Ensures that the New to UU class is offered and publicized monthly.
- Organizes and publicizes Exploring UU classes: recruit/schedule/train facilitators, present sections on membership and activities for newcomers, and convene facilitators periodically to review syllabus, and celebrate their work.
- Coordinates and conducts new member ceremonies, offered a minimum of once every third month.
- Updates database with new member data and appropriate new member identifiers.
- Ensures that new members are added to UU World subscription.
- Connects with each new member to build relationships and learn individual interests, needs and gifts.
- Maintains online connections form and makes connections between members and lay leaders using data collected via the form.
- Links new members with appropriate groups and activities. Follow up as needed.

Continuing Connections

- As appropriate, relays pastoral issues concerning any member, of any age, to the ministers / Caring Committee.
- Oversees membership anniversary phone call volunteers.
- Organizes various events throughout the year.
- Supports affinity and interest groups in forming and accessing congregational resources. (e.g. hikers, gardeners, online book club, etc).
- Recruits volunteers to tend to the church grounds (30-40 new volunteers each year).
- Provides lists of volunteers, who are a good match for specific volunteer opportunities, to staff and lay leaders as needed (approx. 70-100 volunteers each year).

Deepening Involvement and Growth

- Assists other staff members and Leadership Cultivation Committee in identifying new lay leaders for leadership positions.

- Works with church leadership to identify needs and resources for faith formation; supports development and promotion of faith formation programming such as the UU history course, the Wellspring program, retreats, and adult Religious Education programs.

Other Duties:

- Participates in weekly staff meetings, periodic retreats, and other gatherings as requested by their supervisor.
- Participates in visioning, strategy development, and program evaluation for the church, as a member of the staff who brings the lens of membership development to these conversations.
- Examines and report on trends in our guests, attendance, and membership.
- Organizes and accomplishes annual membership roll reviews to identify members who have fallen away from church participation.
- Actively supports the Annual Goods and Services Auction Committee, the Leadership Cultivation Committee, the Caring Committee, Team Tend, and the NEST committee (Next Steps in Transition). Additionally, support the following groups: UU Hikers, Baby Welcomers, Welcome emailers, and new UU online book club.
- Completes Annual Reports and Certification to the Unitarian Universalist Association.
- Maintains “Getting Involved” information on the church’s website.
- Creates congregational surveys and questionnaires as needed, and reports on their results.

Professional Development:

- Attends courses, workshops, and webinars for professional development.
- Keeps up with the latest information/statistics about membership journeys.
- Becomes a member of UUAMP (UU 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.

Technology-- Planning Center database, Google Form creation, Google docs and sheets, Zoom, Facebook, Microsoft Word, Microsoft Excel, and Gmail. Word Press is a plus.

Communication routes employed:

- Face to face
- Email
- Zoom
- Newsletters and Friday Update emails
- phone calls
- Facebook
- website
- Planning Center database

Other requirements:

The applicant's values must align with the Unitarian Universalist Church of Bloomington covenanted principles. <http://www.uubloomington.org/about-us/principles/>

The Unitarian Universalist Church of Bloomington is an equal opportunity employer and strongly encourages minorities and members of other underrepresented groups to apply. We are a LGBTQ Welcoming Congregation.

Salary is commensurate with experience. Some benefits are available as outlined in our personnel policy, as well as a professional expense line.

Please apply by November 30. Preferred start date is early December 2021.

To apply, send Letter of Interest and Resume to:

Reverend Mary Ann Macklin, Senior Minister

C/o church office

admin@uubloomington.org

Questions can be sent to: Church Administrator Carol Marks at admin@uubloomington.org