

## **Position Description Engagement Team Member**

### **Purpose of the Position:**

To help all who come to the Fellowship, especially newcomers and new members, to feel welcome and help them get integrated into the community.

### **Responsibilities**

Listed below are tasks that the Engagement Team does throughout the year. Each committee member chooses which areas they are most interested in.

- **Help with New Member Celebrations**  
Two to three times a year we invite recent new members to attend a lunch after the services on a Sunday. We help with the set up, eat and interact with the new members and help clean up after the event is over. We also bring fruit to supplement delicious pancakes a member makes.
- **Help with “Tell Me More” classes**  
UU101 is an introduction to Unitarian Universalism and the Fellowship. We help prepare for the class by making coffee, bring a snack to share with the group or help provide lunch, participate in the class and clean up after.
- **Help welcome at services**  
The objective of having designated Welcomers at each service is to reach out to welcome visitors and answer any questions that they might have. One committee member organizes the scheduling of members. We all support this member by helping send out thank you notes, being Welcomers and making phone calls when new Welcomers are needed.
- **Miscellaneous other tasks including:**
  - writing anniversary cards to members
  - check in on people we haven't seen around in a while
  - attending meetings as needed

### **Qualifications**

All are welcome to be part of this team. Especially helpful are new friends and members who can give fresh perspective on how the Fellowship is accomplishing our goal of being a welcoming community. Must be friendly, willing and to talk to people in person or by phone or Zoom, and respond to emails on a regular ongoing basis.

### **Amount of Time Required**

2-hour meeting every-other-month, 1-hour welcoming each month, 1-3 hours additional tasks each month. Most of the work is done around services or in the evenings.

**Length of Commitment**

Our hope and expectation is that members will make a one year commitment which can be renewed indefinitely.

**Training and Support Provided**

The Senior Minister is available to meet individually as needed to learn about the committee and the areas of involvement they have chosen. Meetings also provide time for questions and feedback.

**Responsible to**

Senior Minister