The Fellowship
a Unitarian Universalist congregation

Membership Team
Position Description

Purpose of Position:

To support people on their journey through membership at the Fellowship including newcomers, new members, long-timers, and those who are drifting away from membership.

Responsibilities:

1. Attend team meetings every-other-month, and work independently or in pairs or small groups to communicate, plan, and accomplish tasks between meetings.

2. Assist the Co-Ministers, Staff, and the LDC/ Engagement Hub with:
- Supporting Sunday Welcomers.
- Connecting with newcomers if they request contact from the Membership Team.
- Supporting new members through the bUUddy program or other mechanisms.
- Leading Newcomer Q&A or other educational offerings throughout the year (3-5x)
- Holding Membership/ Joining Ceremonies and/or New Member Celebrations 1-2x/ year.
- Reaching out via mail, text, phone call, or email to check in with those members who have “drifted away” or are nearing the bylaw-required end of their membership.

Qualifications:

- Commitment and love for the Fellowship, involvement in Fellowship life, and a desire to help people get the most out of their relationship to our congregation.
- Good organizational and communication skills and strong follow-through.
- Willingness and ability to engage in supportive and/or challenging conversations about people’s wants, hopes and needs at the Fellowship.
- Ability to work collaboratively with committee members and staff, other groups as needed, and newcomers with a range of personalities and needs.

Amount of Time Required:

- 90-minute team meeting every-other-month, in-person or on Zoom as determined by the team.
- Attendance and support of events will vary but members should expect to participate in 1 hour of additional activity monthly, on average, and to spend 1-2 hours per month in communication or other preparation for this role.

Length of Commitment:

Our hope and expectation is that a committee member will make a two-year commitment which can be renewed indefinitely.

Training and Support Provided by:

New committee members will receive necessary training and support from the Program & Volunteer Coordinator, Committee Chair, other members and Co-Minister Rev. Christina as needed.

Responsible to:

- LDC/ Engagement Hub
- Program & Volunteer Coordinator
- Co-Minister Rev. Christina