

ALBANY UU SERVICE OPPORTUNITY DESCRIPTION

Service Opportunity Name/Title: Membership Team Chair

Service Opportunity Brief Description:

The Chair has two main responsibilities: first, overseeing the Sunday morning Welcome Team, who welcome new people as they come in the door; and second, organizing and leading the Membership Team in its responsibilities to usher newcomers through the process of learning about our congregation and, ultimately, joining the congregation as a member.

Service Opportunity Detailed Description:

The Chair's Sunday morning responsibilities include insuring that there are two welcomers at the welcome table, and two greeters at the doors every Sunday morning. Their responsibilities are to make newcomers feel welcome, answer any questions they have, provide them with name tags, and gather basic information about them

The chair also leads the Membership Team, which is responsible for leading potential new members through several steps:

- Assisting them through the process of finding out what we are about, through informal conversations, and if they are interested, sending them an introductory packet of materials, along with a personal cover letter;
- Holding four Saturday morning newcomer orientations, "Getting to Know UU," each year;
- When they are ready, providing newcomers with an "Intent to Join" form and arrange for a conversation with the minister;
- Once they decide to join, arrange for them to sign the book and provide them with a new member packet at that time, along with a personal letter welcoming them;
- Organize two New Member Recognition Sundays each year in which new members are introduced to the congregation in a service and their bios read to the congregation, followed by a new member reception; and
- Publish their photos and bios in the Weekly Windows.

The Membership Team holds several meetings a year. The Welcome Team does not have meetings.

Length of Service Commitment: 2 years

"This opportunity will enable you to play a vital role in making sure we as a congregation continue to thrive by bringing in new members.

Skills Needed:

You must be a people person, able to connect with strangers coming in the door through active listening and by following up to address their questions and needs.

Training, assistance, and safety requirements:

The previous chair will assist you in learning the details of this volunteer position.

Number of positions available: 1

Key words: People skills