

First Unitarian Church Position Description

Position Name: New Member Signing Coordinator

Purpose of Position: to organize and assist with New Member Signing Ceremonies

Responsibilities:

1. Set up dates with minister for New Member signings
2. Advertise signing dates in Order of Service and newsletter
3. Take reservations for signings, making sure prospective members have attended
Meet the Minister or New U Orientation and understand both privileges and responsibilities of membership
4. Arrange for child care
5. Arrange for photographer to take family photos after signing
6. Arrange for someone to interview family and write up short biography for newsletter
7. Prepare new member packet, including First Church's Constitution and Bylaws, photo and print directories, UU Handbook, signing certificate, membership name badge, and other church information
8. Invite president of Board of Trustees to attend or send a representative
9. Invite Welcome/Membership Coordinator to attend
10. Coordinate with minister in planning signing ceremony
11. Coordinate with Registrar in his/her official duties at the signing
12. Arrange for announcing names to congregation

Qualifications:

1. Be well-organized
2. Be attentive to detail

Amount of Time Required: 1.5 hours/month (if there is a signing)

When: Once a month or less

Training Provided: Current coordinator will train his/her successor.

Responsible To: Welcome/Membership Committee Chairr

Support Provided: Welcome/Membership Committee Chairr will participate in ceremony, minister will run the ceremony, Visitor Database Coordinator will provide information.