

POSITION DESCRIPTION OF MEMBERSHIP AND OFFICE COORDINATOR

Reports to: Church Administrator

Type of Position: Half-Time; 30 hours/week salaried. Stated hours: 9:00 am – 4:30 pm (Monday and Tuesday) and 9:00 am – 5:00 pm (Wednesday and Friday) in Front Office, with a 60-minute non-paid lunch); 9:00 am – 12:00 noon (Sunday Welcome Table).

Supervision Duties: None

Education Requirement: High School or higher (Bachelors preferred)

Salary: 30 hours a week – Salaried Position. Compensation as negotiated, with special consideration given to experience and education

Benefits: Half-Time employee benefits include vacation leave and sick leave, but not major medical, as outlined in Personnel Manual.

Annual Review: The Church Administrator shall conduct a review after 90 days and then annually prior to December 1.

Summary Statement of Duties

The Membership and Office Coordinator is responsible for maintaining, organizing, and updating all records and information pertaining to church membership. He/She coordinates the front office during the week, as well as supervises the Welcome Desk on Sunday mornings. This person will be the front lines of greeting and hospitality on Sunday morning for our first-time visitors, and gather necessary information for follow-up communication. The Membership and Office Coordinator will also assist the Pastors, Church Administrator, staff and others by fulfilling any administrative support needed.

This position requires strong skillsets in software applications (Microsoft Office, Database Management programs), organizational skills, and human relations/hospitality. We desire this person to be a vital part of the church staff, as well as the church family—regularly attending and worshipping in at least one of the weekly church services.

Adopted by Personnel Committee: January 9, 2024

Adopted by Session: 1/22/2024

Tracking date: 3/5/24

Bethel Presbyterian Church
Position Description Membership and Office Coordinator

Membership Coordination Primary Responsibilities:

- Sunday morning attendance required to work and supervise Welcome Table to warmly greet and welcome first-time visitors
- Strives to obtain necessary contact information for follow-up communication with visitors
- Assists Pastors in the planning, inviting, and follow-up of the Discovery Class process
- Communicates weekly with Pastors and the Chair of Connections and Fellowship Ministry, to provide updates on tracking list of first-time visitors
- Assists with execution of all membership events and programs
- Strategizes with Chair of Connections and Fellowship Ministry and the Communications Manager to develop membership promotions and materials
- Maintains, updates, and organizes all filing of membership records, as well as any business and personnel files as directed by the Church Administrator
- On Monday, gathers sanctuary fellowship pads and replaces pew supplies, updates to database church attendance, generates reports, mails bulletins to shut-ins and other interested parties, as well as sending first-time visitor mailings
- Other duties, as required by the Pastors and/or Church Administrator
- When appropriate, maintains confidentiality concerning information about membership contact details, prayer requests, etc.

Office Coordination Primary Responsibilities:

- Day-to-day front office business practices, including but not limited to: receptionist, answering phone, taking and delivering messages, assists with requests for facility use, etc.
- Provides office support for Pastors, staff, and occasionally for Deacon Moderator and Session Clerk
- Maintains church records (baptisms, death and marriage certificate, etc. Oversees office volunteers, coordinating office and phone coverage when absent.
- Proofreads, edits and distributes all print and digital materials such as weekly bulletin, Annual Report, Announcement graphics, etc.
- Responsible for the sending of information to members and Friends of Bethel via email and/or mailing lists as directed by Pastors and/or Church Administrator (stewardship letters, church-wide mailings, prayer chain requests, other pertinent information, etc.)
- Other duties assigned by Pastors or Church Administrator

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