

**Title:** Membership/Communications Coordinator  
**Status:** 10 hrs./wk.  
**Salary:** \$10,000

**Responsibilities:**

- Report directly to and be under the review and direction of the Rector.
- Coordinate with Parish Administrator in maintaining Member Database
  - a. Maintain visitor database and follow-ups to assure newcomers are connected to the parish.
  - b. Track newcomers; encourage transfer of letters or movement from visitor to newcomer to member. (coordinate with Parish Administrator.)
  - c. Identify members who need to be Confirmed or Received.
- Assist the rector and vestry in establishing and maintaining the new vestry shepherd program
  - a. Assign newcomers to a vestry shepherd
  - b. Assist in transfer from outgoing vestry members to incoming vestry members of the persons under their care.
- Coordinate with the clergy of St. Paul's and Hospitality and Fellowship ministries.
- Help ensure staff, guests, and members are made aware of parish resources and programs.
- Help prepare the annual Parochial Report. (membership numbers only)
- Welcome bags – make sure have enough and updated as needed with change of staff, seasons, or other things.
- Coordinate with the Deacon in scheduling of Vestry on Duty, Lectors, Ushers, Hospitality Team, Acolytes.
  - a. Send out the "who's who" email
- Coordinate with Parish Administrator in maintaining the website. (as the website programming is learned assume more responsibility.)
- Increase visibility in community via Facebook, Nextdoor.com and Instagram
- Connect with diocese to publicize our events in diocesan publications.
- Perform other duties as may be requested or required by the Rector within the scope and intent of the job of Membership Coordinator.