

## **UUCWI Church Coordinator Job Description**

Approved by BOT May 9, 2005

**Purpose:** To assist in the smooth operation of the congregation.

**Nature of Position:** A part-time salaried position, reporting to the Board of Trustees.

### **Responsibilities:**

- Maintain a comprehensive computer data base with names, addresses, and information needed for labels and to print the roster and directory.
- Facilitate congregational publications and their distribution, e.g. newsletter, order of service, etc
- Maintain and distribute Board notebooks.
- Produce and distribute church directory.
- Attend to voice and e-mail — prepare outgoing voice message and respond to incoming messages.
- Prepare and send publicity announcements to the local newspapers for weekly services. Work with the Communications Committee in publicising special events.
- Prepare any written outgoing church correspondence as required.
- Maintain office supplies and provide reimbursement forms to the Treasurer for any expenditures incurred.
- Ensure that a master calendar is maintained that includes obtaining information from committees, youth groups, affiliated and denominational activities for planned as well as anticipated events for the year.
- Maintain an archive of minutes submitted from committees and the Board.
- Attend all Congregational meetings – prepare sign-in list, and take and distribute the minutes.
- Work closely with the Worship Committee (attend W.C. meetings if possible) and maintain the worship calendar tracking speakers, speaker fees, lay leaders, musicians, and attendance. As requested by the committee also send out agreement/contract letters to guest speakers and ministers, work with facilitators in the preparation of the order of service. Make sure the order of service is printed and available at Sunday services.
- Work closely with the Membership Committee – send inquirer's packets to visitors, membership packets to new members, maintain and update the "UU World" subscription roster.
- Recruit and maintain the phone tree, and serve as the phone tree initiator.
- Provide to the minister a reasonable amount of clerical assistance

### **Personal Skills/ Qualifications:**

- Must be able to listen well and communicate effectively in both oral and written means.
- Demonstrated experience working with volunteers is essential. Delegation skills, the ability to motivate people, and effective use of teamwork are critical.
- Ability to set goals and prioritize activities is essential. Must be able to work independently.
- Word processing and basic computer experience is required.
- Must be familiar with and in sympathy with UUA principles.

**Selected by:** Board of Trustees

**Supervised by:** President of Board of Trustees

**Current staffng:** Mavis Cauffman