

# ST MARTIN'S EPISCOPAL CHURCH

**POSITION:** Director of Membership

**STATUS:** Full time, Exempt

**REPORTING TO:** Associate Rector for Riverway and Discipleship Ministries

## SUMMARY/OBJECTIVE

The Director of Membership supports the Church by developing, coordinating and administering an effective and comprehensive membership and evangelism ministry for the church and providing leadership to and supervision of staff members and volunteers. He or she is one of the first faces that visitors see and is one of the initial contacts for a visitor. This person must be committed to the Mission and Core Values of St. Martin's Episcopal Church.

## ESSENTIAL FUNCTIONS

1. To glorify God every day by affirming and valuing the Christian faith as affirmed by the worldwide Anglican Communion which emphasizes the Holy Scriptures as the primary authority and guide for individual faith and practice.
2. Provide leadership and oversight for the Membership department; including setting goals and objectives, planning programs and budgets, encouraging teamwork and staff development.
3. Lead all visitor engagement and assimilation efforts by greeting visitors, coordinating follow-up over a four-week period, enrolling visitors in classes, and intentionally growing parish membership.
4. Plan, coordinate, and administer quarterly membership classes each year.
5. Process all paperwork and assist new members in getting involved with ministries and parish life according to their interests.
6. Enroll visitors into member and confirmation classes, as well as enrolling baptized members in confirmation classes.
7. Recruit, train, schedule, and serve as liaison for the Greeters' Guild; maintaining a visible and welcoming presence in the Narthex and Welcome Center on Sunday mornings and participate in designated worship services.
8. Develop and support fellowship and small-group opportunities, including covenant groups and parish events, by recruiting facilitators, launching new groups as needed, and serving as a liaison between leaders and the Church.
9. Coordinate and support church-wide events, conferences, retreats, and special programs in collaboration with senior staff, including promotion, materials, registration, and logistics.
10. Oversee membership-related communications and resources, including maintaining literature racks, managing Day-by-Day devotional orders and distribution, preparing records and reports, and providing weekly visitor follow-up lists to staff.
11. Collaborate with clergy, staff, committees, vestry, and denominational bodies to support evangelism, fellowship, and parish life; attend required staff meetings, retreats, and meetings as needed.
12. Determine needed fellowship opportunities, i.e. greeter socials, ECW events for women, Men of St. Martin's events for men, etc.
13. Have a presence in the Narthex each Sunday before and after the 9 am and 11:15 am service. Attend the Family Table service to get to know those families.
14. Perform additional duties as assigned.

## **COMPETENCIES**

Competencies required of this role:

- Effective verbal and written communication.
- Current and future parishioner focus.
- Ability to excel in collaborative environments.
- Business insight.
- Manages conflict with calmness and clarity.

## **INDICATORS OF SUCCESS**

Several of the most critical aspects of this role include:

- Strong relationships build with current and prospective parishioners.
- Successful anticipation and balancing of the needs of multiple stakeholders.
- Strong application business knowledge and the marketplace to advance the Church's goals.
- Development of multi-mode communications that convey a clear understanding of the unique needs of different audiences.

## **SUPERVISORY RESPONSIBILITY**

This position is responsible for supervising the Membership Ministries personnel.

## **WORK ENVIRONMENT**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

## **MENTAL & PHYSICAL DEMANDS**

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to identify, communicate, detect, and easily remember things. The employee is frequently required to rise, move, ascend/descend stairs, position self, and sit; operate a computer and other office equipment; obtain objects at arm's length distance; and transport up to 30 lbs.

The employee is required to perform under circumstances of emotional stress, such as, but not limited to, stress from work deadlines, employee and parent complaints, noise, distractions, work complexity, competing priorities, and understaffing.

## **WORK HOURS AND TRAVEL**

This is a full-time position. Days and hours of work will generally be Sunday – Thursday, 8 a.m. – 5 p.m. Occasional evenings or weekends if required by leadership. No travel is expected for this position.

## **EDUCATION AND EXPERIENCE**

Bachelor's degree preferred. Five years of relevant work experience leading a team, and recruiting/fostering church membership.

## **EEO/AAP**

It is the policy and intent of St. Martin's Episcopal Church to provide equal opportunity and employment in its practices.

## **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.