

## **Membership Coordinator and Parish Administrator**

### **Job Summary**

The Membership Coordinator and Parish Administrator (MCPA) at the First Parish Church of Stow and Acton (FPC) is responsible for working with the Minister and Membership Committee to establish and support programs that facilitate the full participation by members, friends, and visitors to FPC, and providing administrative support in communications, publications, building scheduling, and reception at FPC.

The MCPA reports to and is supervised by the Minister.

### **Essential Functions:**

In cooperation with the Minister, Membership Committee, and staff, the MCPA will:

#### Daily as Needed:

- Maintain FPC calendar of rentals and building use
  - Works with FPC External Rentals Coordinator to put rentals on FPC calendar
- Answer phone calls and email inquiries to FPC
- Provide regular supervision of the Sexton's activities
- Act as a receptionist for visitors and members entering the church
- Post announcements to the church webpage
- Record-keeping: maintain files of board minutes, orders of service, newsletters, contracts, and memorial garden records
- Interface with committees, particularly Archives, Communications, Rentals and Fundraising
- Help visitors and members make appointments with the minister, accessing minister's calendar
- Provide a consistent point of contact for members, friends, and visitors
- Establish and support programs to facilitate the integration and participation of members and friends into church life
- Manage and be responsible for Membership information for the church database (Breeze)
- Track visitor attendance and participation on their journey towards membership

#### Weekly:

- Prepare Sunday morning and vespers orders of service and announcements
  - Print paper copies of order of service
  - Post electronic copy of order of service and announcements on website
  - Create slides of announcements for the service
  - Prepare and sends Friday announcements email
  - Coordinate with Flower Coordinator and other volunteers as needed
- Participate in staff meetings as needed

- Welcome people before the Sunday service, attend Sunday service, and connect with people after the service either online or in-person, coordinate a second welcomer for the on-line service
- Provide general office support for Membership-related matters – correspondence, regular articles for *The Chronicle*, and Membership announcements for Sunday services
  - Handle regular correspondence to visitors and friends
  - Provide correspondence on a regular timeline to members who we haven't been seeing, and coordinate with the Minister for them to similar provide correspondence

#### Monthly:

- Create, print, and distribute monthly church newsletter, "The Chronicle"
- Post Sunday service information and announcements on the church webpage

#### Annually or twice per year:

- Compile and print the Annual Report
  - Send out the warrant for the Annual Meeting
- Send out the annual Small Group Ministry mailing
- Prepare Christmas Eve orders of service and other holidays' services materials
- Coordinate and staff a late summer or early fall open house or visitor-oriented event
- Work with the Stewardship Committee on an annual basis to identify which members, visitors, and friends should be on the Stewardship list
- Attend, support, and coordinate:
  - Introduction to Unitarian Universalism classes ("New2UU" or "FPC Journey")
  - regular visitor welcoming and orientation events on Sunday mornings
  - membership signing ceremonies and "New Member Sundays"
- Maintain membership in the UU Association of Membership Professionals (UUAMP). Fees paid by FPC

#### Occasionally as Needed:

- Update literature racks and bulletin boards
- Create flyers or brochures
- Create nametags for new members and friends
- Order office and worship supplies
- Write thank-you cards for non-pledge donations and to plate-sharing organizations
- Manage correspondence to members, visitors, and renters
- Ensure all office equipment is in working condition and schedule repairs
- Provide administrative and clerical support for special projects
- Act as administrative and clerical support for minister, as hours allow
- Take photographs for church publications or website
- Oversee the Membership and Administration/Office Supplies sections of the FPC budget

- Identify opportunities to attract new members through participation in local events and help the membership committee prepare for and staff such events. Examples include the Bolton Pride Parade, Stow's Springfest, and similar activities.
- Pursue continuing education, including specifically the UUAMP Certification Program

### **Core Competencies:**

- Adaptable and flexible
- Punctual and reliable
- [Able to connect with diverse people, including neurodivergent, disabled, gender-expansive, LGBTQ+, BIPOC, and other underrepresented people.](#) Candidates without this experience will be expected to undergo study in diversity, equity, and inclusion early in or prior to beginning employment
- Demonstrated attention to detail and accuracy
- Justice-oriented
- Able to work effectively in a highly coordinated, team environment and take initiative
- Well-organized
- Clear oral and written communicator
- Cooperative team builder
- Public speaking skills for worship and group meetings

### **Physical Requirements:**

- Light lifting of supplies and arranging spaces for Membership and other events.
- Most (but not all) spaces in the church are designed to be accessible.

### **Minimum Qualifications:**

- Comfortable and versant with Unitarian Universalism and open to a variety of religious views
- Adept with Microsoft and Google document, slides, and spreadsheet software, and comfort with or understanding of relational databases or church management systems
- Comfort with and understanding of Zoom
- Completed CORI check performed by the church
- Willing to comply with church safety protocols, including requirements for vaccinations and use of personal protective equipment
- Preferred: Associates or bachelor's degree
- Preferred: Basic comfort with databases or church management systems (Breeze)
- Preferred: Experience working with volunteers

## **Schedule:**

Hours are flexible, but should include:

- Attend weekly staff meetings (1.5 hours/week 3-4 per month, Thursday mornings)
- Attend weekly worship services including gathering time and socializing time afterwards (3 hours/week); 7 Sundays off annually during the church year (Sunday after Labor Day through Mid-June), to be scheduled with approval of Minister
- Attend monthly Membership Committee meetings (2 hours/month)
- Attend regular supervision meetings with minister (2 hours/month)
- At least 3 days per week in the office between 8am and 5pm on a regular schedule, but flexible as to what days and how many hours on each day.
- Some work can be done from home or other locations off-site

## **Compensation:**

- \$42,543 annually for a 10-month (43 weeks) position at 36 hours per week, 2 months (9 weeks in summer months) at 10 hours per week.
- FPC pays the 7.65% FICA tax (this is not a self-employed position)
- 70% of an individual plan on the UUA health insurance plan.
- Contribution to the UUA retirement plan equal to 12% of salary.
- Eligibility for enrollment in other UUA benefits, including life insurance, disability insurance, and dental insurance without employer contribution.
- 4 weeks of vacation – 2 weeks at 10 hrs/wk in the summer (between June 16 and August 15, and 2 weeks at 36 hrs/wk during the church program year (between August 16 and June 15).
- Holidays, family leave, and sick days as described in the personnel policy manual; holidays include the week between Christmas Day and New Year's Day.
- Membership paid (from professional expenses) in the Association of UU Administrators, [www.auua.org](http://www.auua.org) and UU Association of Membership Professionals (UUAMP), <https://uuamp.org/>

People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. FPC is committed to developing a diverse and talented staff team.

Interested applicants should send a cover letter and resume to: [mcpa-job@fpc-stow-acton.org](mailto:mcpa-job@fpc-stow-acton.org) Please also direct any queries to the email address.