

All Souls Unitarian Universalist Congregation

Job Description of Committee Chair or Ministry Team Leader

Committee or Ministry Team: Membership

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MISSION STATEMENT: *All Souls UU Congregation is a liberal religious congregation that nurtures lifelong spiritual development. We covenant to create a welcoming, caring, justice-seeking community within and beyond these walls.*

VISION STATEMENT: *All Souls welcomes seekers to our liberal religion and offers a transformative worship experience. We act boldly, compassionately, and publicly for justice. We intentionally share the message of Unitarian Universalism. While building a congregation of over 300 members, we broaden and deepen our ministries with community partnerships and an integrated campus.*

1. How does this committee support the mission and vision of All Souls?

The membership team welcomes visitors and newcomers into considering whether membership at All Souls will be part of their spiritual journey and development.

Through our work we are sharing the message of Unitarian Universalism, building our congregation, and encouraging new members to serve the broader community in some capacity.

2. Specific responsibilities - the membership team:

- coordinates with the Minister and Director of Faith Formation to plan and schedule the Considering Membership workshop each year.
- extends personal invitations for the Considering Membership workshop to newer congregants and follows up with those who were invited in previous years but could not attend
- maintains the inventory of membership materials and UUA pamphlets for the pamphlet rack and Welcome Table.
- maintains a presence at the Welcome Table on Sunday mornings, extending the hand of radical hospitality to visitors and newcomers, offering information on All Souls and Unitarian Universalism and answering questions.

- attends yearly council meetings
 - prepares announcements and articles for the monthly newsletter as needed
 - prepares an end of year report for the annual report
 - prepares and oversees the committee's budget
3. **Knowledge and skills:** Team members should bring a commitment to working with the senior minister and Director of Faith Formation to both create and execute a welcoming, informative Considering Membership workshop. Team members should learn about current trends in membership and read about how other congregations hold their path to membership classes.
 4. **Estimated number of hours per month:** varies from 2 - 4 hours in regular months to 10 hours during the month that the Considering Membership workshop is held
 5. **Position term:** Two years as chair with the option to serve an additional two year term
 6. **This team coordinates with (indicate other teams or committees):** Senior minister, Director of Faith Formation, office administrator, RE administrator (for child care assistance)
 7. **Additional relevant information:** Radical Hospitality is our middle name!