

Brentwood United Methodist Church

Membership Specialist

Reports to: Director of Systems & Database

Ministry Description: A required position according to the UMC Book of Discipline to process and maintain accurate records for all church membership. These responsibilities include all former and active members for a large, multi-site church.

Qualifications and Skills:

- Strong computer skills, including proficiency in MS Office Suite (particularly Word & Excel), Adobe Reader, database software, mail merges and Internet research
- Detail-oriented with excellent organizational, written and communication skills with a high desire to achieve accuracy in record keeping
- Confidence in drafting formal emails and letters along with strong communication skills in person and over the phone.
- Demonstrates self-management skills for use of time and confidence to prepare for conversations with church members in gathering key information
- Ability to work in a fast paced environment that values strong leadership, individual initiative and collaboration
- Familiarity with the United Methodist Church and the ability to articulate the United Methodist faith is desired

Work Schedule and Number of Hours: Mon.-Thurs. (25 Hours) Non-Exempt

Ministry Responsibilities:

- Prepare and maintain digital membership for BUMC and its daughter churches
- Maintain organization of past membership folders of active and former members
- Process workflow of required new member information in the church's database
- Responsible for the creation and distribution of recurring membership reports
- Ongoing Updates to Membership Records to reflect marriage, divorce, baptism & death
- Maintain ongoing member changes when an individual/family leaves (moves, transfers membership, withdraws membership)
- Run monthly reports in database to maintain accuracy of membership records
- Contact members that lack complete contact information in the database
- Contact members who show up on the "Missing Members" Report about their membership status
- Upload all forms (new member, baptism, transfer letters) to the database
- Daily 20 minute backup for church receptionist
- Other projects as assigned by the Director of Systems & Database