First United Presbyterian Church
Membership Rolls Coordinator
Ministry Description

"We have gifts that differ according to the grace given to us: prophecy, in proportion to faith; ministry, in ministering; the teacher, in teaching; the exhorter, in exhortation; the giver, in generosity; the leader, in diligence; the compassionate, in cheerfulness." Romans 12:6-8

Objective: *You will help FUPC to glorify God through active discipleship and nurturing fellowship in maintaining accurate records of active and inactive members. So that we are aware of who our members are and how we can assist them in being fulling engaged in the church.*

Result #1: Report at monthly Membership Committee meeting

Result #2: Accurate information is obtained from and for the Clerk of Session, the Pastor, the office staff and the Membership Committee Chairperson regarding deaths of members, induction of new members, departure of members and the participation of members in various ministries throughout the church

Result #3: Assistance is provided to the office staff and office volunteers to enter weekly attendance data in to the church database (ACS)

Result #4: Assistance is provided as necessary to the office staff and office volunteers in updating the ACS database regarding changes in member status to include new members, departing members, deaths, births, etc.

Result #5: Assistance is provided as necessary to the office staff, Clerk of Session, Pastor, in preparing periodic reports of the lists of current members and other information needed.

Result #6: In collaboration with the Current Member Care Coordinator, contact existing members who regularly attend worship but have not been in attendance for 3 weeks, 3 months, 6 months.

a. Make calls and or send out "Missing You" cards
b. Make follow up calls if no response from "Missing you" cards
c. Share information with pastor

Team Composition (number): 1 Coordinator, 1-2 volunteers

Time Commitment: 1-2 hr monthly meeting, time required to complete tasks

Special Talents and Skills Preferred: Computer/technology, time management, organization

Spiritual Gifts: Administration, Service Helper, Evangelism

Support and Accountability: *Membership chairperson, Membership committee, office staff, pastor*

Resources and Training provided: previous coordinator, Membership Chairperson, office staff, pastor

Requirement: faithful member of FUPC for 6 months

Thank you for considering this important ministry.

Revised June 2017