

## **UUFH Shared Ministry Position Description**

**Position Title: Membership Committee Chair**

**Cluster: Member Services**

**Purpose of Position/Description:**

The leadership position is in place to ensure that members, friends, acquaintances and newcomers find a warm and welcoming religious/social home at the Fellowship. Ultimate goal is to maintain and increase a strong, active and viable UUFH membership community.

**Responsibilities:**

Includes coordinating hosting of a variety of events throughout the year. The committee's focus may vary periodically. In 2009-2010, targeted efforts to improve connections between both newcomers and visitors to the UUFH, as well as connections between existing members and friends of the Fellowship, are a goal. Particular individuals and families are selected for connections efforts. Opportunities for people to join open programs and events designed to foster connections are also planned. UUFH's mission will be reinforced throughout.

*Note: In order to ensure effective succession planning, included herein is the responsibility to have a "trainee" in line for this position who is mentored in the role and to participate in recruiting successors, as necessary.*

**When is this ministry performed/Amount of time required:**

Weekly services attendance desired (substitute coverage needed when absent), plus consistent two to three hours per week for organizational and communications related efforts.

**Qualifications:**

Highly organized team leader with significant interpersonal and communication skills.

**Training Provided:**

Incoming committee chair may work as co-chair for a first year, or may have preceding chair act as support in first year of leadership.

**Support Provided:**

Previous leadership, numerous historical records and files, Member Services Cluster Coordinator, BOT, Minister, LIAC, UU Metro District, UUA web and print resources, etc.

**Board-Appointed?**

Yes

**Length of Commitment (or Term if Board-Appointed):**

Two years optimal, with a third year in a capacity as support of a new committee chair.

**Benefits:**

Feeling the immediate and noticeable impact on individuals and families investigating our faith. Direct interpersonal contact resulting in social and financial support for UUFH. Excellent networking opportunity that is often highly appreciated and remembered by newcomers. The ability to have an impact on a potential member's first impression is rewarding. Most significant personal benefit: friendships.

**Prepared by:** Jennifer Sappell

**Approved by BOT on:** [date]