

JOB DESCRIPTION

**Part-time Membership Administrator**

St. Luke's United Methodist CHURCH

Orlando, FLORIDA

Part-time

Updated: October 2022

Salary: \$20,800

20 hours a week

**Primary Job Description**

Maintains accurate records of all church membership rolls in accordance with **The Book of Discipline**. Maintains and preserves permanent records of the church membership rolls as well as baptism and marriage certificates.

**Reports to:** Executive Director of Administration

**Duties:**

- Keeps accurate records for all membership rolls (baptized members, professing members, constituents, affiliate members, associate members, people removed from the roll of professing members, people removed from the roll of baptized members), reporting annually to the charge conference.
- This person maintains a list of members received and those to be removed from the rolls. The **Book of Discipline** of The United Methodist Church defines categories of membership and the process for removal of members.
- Develop a team of volunteers to facilitate ministry support
- Processes requests for transfers of membership.
- Update member's contact information on the church database.
- Connects with members who have moved away regarding their membership.
- Processes and records weekly worship attendance.
- Create and submit weekly report of connection card requests for additional follow up by Worship, Connect, Grow, Serve & Support Ministries.
- Identify and add to the church database first time/new visitors as noted on the connection cards. And sends a welcome email to new visitors.
- Conducts annual audit of membership records for Charge Conference and Year End Reports.
- Generates All Saints list, 1<sup>st</sup> anniversary of deaths, etc.
  
- **Other**
- Other duties as assigned by supervisors