

MEMBERSHIP ADMINISTRATOR/INFORMATION MANAGER JOB DESCRIPTION

ACCOUNTABLE TO: Executive Pastor and Associate Pastor/Education and Training with ultimate accountability to Senior Pastor.

PURPOSE: To serve the church by providing appropriate and accurate membership records, and oversee the management of information through the Spotswood Connect software.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Maintain an accurate and up-to-date database of church membership including:
 - a. Contact information (i.e. physical address, email address, telephone numbers)
 - b. Dates of birth, baptism, marriage, membership, transfer, and death
 - c. Make corrections to database when marital statuses change and when deaths/births occur
 - d. Make note of skills, gifts, abilities, and interests, when available
2. Perform duties of Church Clerk by:
 - a. Receiving and processing information on new members
 - b. Apprising the Executive Administrative Assistant of additions within membership
 - c. Send to appropriate Southern Baptist churches requesting letters of transfer, or send notifications to other denominations, when new members join
 - d. Maintain accurate statistical information and report to SBCV through the Annual Church Profile
3. Provide prospect information of first-time visitor to appropriate staff members/contact groups for follow-up:
 - a. Check Spotswood Connect for indication of previous visits
 - b. Create prospect sheets, attach maps and home visit information sheet
 - c. Print out profile information for GROW letter-writing team weekly
 - d. Enter subsequent information into Spotswood Connect
4. Maintain and update Connect Group organization as directed by the Associate Pastor/Education and Training
 - a. Create new Connect Groups within Spotswood Connect system
 - b. Submit attendance summary weekly to Associate Pastor/Education and Training
 - c. Make changes to groups rosters as necessary, when requested by group leaders/assistant leaders
 - d. Update/create nameplates in Connect Group office as needed
 - e. Update Connect Group Guide as changes are made to the Connect Group organization, and replenish supply to foyers, counselor closet and visitation organization
5. Work with appropriate committees, officers and leaders in carrying out the educational ministry of the church
6. Oversee the maintenance and operation of Spotswood Connect, work with Staff and Support Staff in addressing questions and issues pertaining to Spotswood Connect, and contact Church Community Builders (software support) when necessary by submitting Help Support Tickets
7. Cooperate with Executive Pastor and the Associate Pastor/Education and Training by performing any other duties as may be assigned

Other duties as performed

Weekly:

- Provide switchboard relief for Receptionist (also serve daily as full-time phone backup)
- Send baptism scheduling information to new members desiring baptism (POFs)

Monthly:

- Prepare birthday cards for Associate Pastor/Education and Training to send to all Connect Group Leaders
- Create Leader Of The Month awards for Associate Pastor/Education and Training

Yearly:

- Prepare the Annual Church Profile (gather statistics from pastors/finance office/church clerk, submit report to SBCV)
- Record Vacation Bible School decisions, update records in Spotswood Connect, provide prospect information after VBS
- Update yearly baptism schedule and post on counselor cabinet

As Needed:

- Provide membership and prospect information, class rosters, etc., to staff members and Spotswood Connect leaders and directors upon request
- Type/mail correspondence for Executive Pastor and Associate Pastor/Education and Training
- Produce special membership reports as required
- Create and provide supply of decision cards to counselors and in Auditorium for regular use, and also for special events (Kairos, VBS, Holiday Hope)
- Send baptism email notifications to Staff/baptism committee prior to baptisms; prepare checklist for changing-room doors, and prepare name sheets for baptism candidates