

**Connections Coordinator
for the Unitarian Universalists of San Mateo (UUSM)**
uusanmateo.org

WHO WE ARE

UUSM is a vital Unitarian Universalist congregation in North Central San Mateo, CA, numbering 250+ (adults, youth and children) committed to transforming ourselves and the world.

We currently have one Sunday morning worship service (online), and offer orientations and Small Group Ministry groups (online). The Connections Coordinator oversees radical hospitality to newcomers, members and friends and works to connect them to the religious community and to assist them in their spiritual growth.

This person works closely with the Minister, staff and other ministry areas to accomplish their duties as Connections Coordinator.
Welcome to UUSM!

Job Description and List of Duties

The Connections Coordinator develops and nurtures a culture of welcome and participation within the congregation and promotes UUSM visibility in the larger community. The Connections Coordinator welcomes and helps integrate visitors and guests, offers Path to Membership activities, and provides information to all members and friends about spiritual enrichment and social and service opportunities within the congregation.

The position is 15 to 20hrs/week.

Weekend and evening hours are necessary, including Sunday mornings (approx. four hours), and scheduled newcomer and fellowship events. Remaining regular hours are to be spent performing communications and administrative work. Regular in-person/Zoom collaboration with staff, lay leaders and members required, specifics will be arranged.

Sunday Host:

- Be present Sunday mornings with a welcoming spirit (occasional Sundays off as arranged with the Minister.)
- Greet and welcome visitors, friends and members before and after Worship Services.
- Suggest and model best practices for multicultural radical hospitality, coordinating with the Minister, staff and other leadership.

- Share information of members and friends with other ministries and groups (Minister, Pastoral Care, Religious Exploration, Faith Development, etc.).

Membership Development:

- Cultivate knowledge of visitors including passions, skills and needs. Follow-up with guests to establish rapport, inquire about what drew them, and invite further participation.
- Assess and develop membership materials for onsite and online usage: e.g., Welcome Tables, Newcomers Circles, Coffee Hours and community outreach events.
- Schedule and lead Newcomers Circles/visitor chats at least once per month, or more often if possible/needed.
- Offer 4-part Orientations (e.g., Starting Point series) at least twice yearly in fall and spring, or more, as needed.
- Coordinate and lead New Member Ceremonies in service, signing membership book, and coffee hour celebration (as possible). Ideally, at least twice yearly in fall and spring.
- Coordinate the integration/participation of new members with various small groups within the church, (e.g. RE, Choir, Social justice, etc.).

Administrative

- Occasional office coverage for Administrator (as needed), update name badges, prepare outreach and membership materials, provide monthly attendance and membership reports as needed or requested, and other administrative tasks related to connections ministry.
- Maintain program supplies as needed.
- Maintain Connections budget line item(s) and prepare annual budget needs.
- Maintain the membership databases (Breeze platform, UUA, etc.) with updated information about visitors and members (assist, with others, in developing e-directory, photos, email messaging.)
- Maintain/use online Visitor Card submission forms.
- Attend staff meetings (usually 1hr/wk) to ensure team coordination and communication.
- Meet regularly (every other week) with the Minister/ Membership Team with updates, planning, and coordination with other ministries.

Publications and Communications

- Quarterly Journal/Publications Contributor - Solicit and help edit content for quarterly Compass Rose Journal (or online equivalent, when in production). Contribute to vision of this form of communication.
- Contribute a regular Connections column for Compass Rose, or other

- congregational publications, when in production.
- Provide Connections-related content for the Weekly Bulletin email and Sunday service announcements.
- Administration of Groups.io list(s) as needed.

Online Presence and Community

Responsible for weekly (or more often when needed) updates of social media, including:

- **UUSM Facebook Public Page (visitor facing)**
 - Service topics and upcoming events (good for visitors)
 - UUSM 'accomplishments' or good news
 - Links to our website and YouTube channel
 - Posting of a Soul Matters media toolkit item 1-2x/week
- **Facebook Group (private community)**
 - Same as above, and also:
 - Administration of Group as needed.
 - Post "conversation starter" once a week.
- **YouTube Channel (public)**
 - Update at least 2x/month by uploading a video (might include recent sermon, repost of a UUA post, etc.).

Supervision and Support

Reports regularly to the Minister for supervision and is evaluated annually by the Benefits and Compensation Committee. Collaborates with office administrator, staff and member-based leadership.

Required Skills and Abilities:

- Knowledge of and affinity for Unitarian Universalist principles and values.
- High "People Skills" and experience with relating to a broad range of people with ease, tact and empathy.
- Expertise in Microsoft Office Suite, databases and social media platforms and ability to learn new skills and technologies as required.
- Available to work Sunday mornings.
- Ability to work independently and in a team environment.
- Excellent organizational, time management and followup skills.
- Salary based on budget and Unitarian Universalist Association recommendations for this position.

How to apply:

Send letter of interest, resume and three references (contact information included, please) to: jobs@uusanmateo.org

No calls, please. Applications accepted until position is filled. Thank you.