

Membership Nurture and Outreach Coordinator Job Description

Pacific Northwest Conference

United Methodist Women

Each Mission Coordinator shall work actively with the Executive Committee and the other Mission Coordinators to fulfill the PURPOSE of United Methodist Women.

She Shall:

- Chair the Committee on Membership, Nurture and Outreach and recommend to the Executive committee plans for membership cultivation
- Work with the Executive Committee to become a supportive community and to provide regular creative fellowship activities for the committee.
- Serve on the following Conference committees: Executive, Program and Finance
- Plan a community building time for each Executive Meeting
- Choose a reading program book to be discussed at a time decided by Executive Team and to be read by Team if they desire.
- Prepare a written report of activities for each Conference Executive Meeting, emailing to all members and giving a hard copy to those without email.
- Plan the Celebration of Life (Memorial Service) for the Conference Annual Meeting with help of District Membership Nurture and Outreach Coordinators if desired.
- Submit articles to the Sharing line as determined by the Sharing Line Editor. Encourage District and Local Units to submit articles also.
- Write a written report for the Conference Annual Meeting Program Book
- With other Mission Coordinators and Social Media Coordinator, as determined by the Executive Committee will plan a Young Women's Event
- Work with all district mission coordinators for membership, nurture and outreach to organize new district and local units
- Serve as the contact person for the District Coordinators of Membership Nurture and Outreach
- Attend District Executive Meetings in the area in which she resides and serve as needed and provide information from the Conference as it pertains to the District.
- Contact district Mission Coordinator(s) of Membership, Nurture and Outreach as needed to give them encouragement, support and information on new resources.
- Forward information from National United Methodist Women that would be of interest to district Membership, Nurture and Outreach Coordinators
- Based on information received from the Membership Team at National, she shall:

Provide Leadership Training at Annual Meeting for all District Membership, Nurture and Outreach Coordinators. This training needs to include how to count and report number of Local Membership, how to nurture and grow local units, how to contact churches without Local United Methodist Women groups and create new local units Outgoing Conference Membership Nurture and Outreach must be sure that new incoming officer has this

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information, including helping with Leadership Training if needed. **See Addendum to the job description for Conference Membership, Nurture and Outreach**

Coordinator for the requirements for counting members, who are members, and what is considered to be a local unit. It is mandatory that this Addendum be made available to all District Membership, Nurture and Outreach Coordinators, and if none exist at the District level, the person substituting for her, as well as the President of the District, so this information can be communicated to all Local Units. This Addendum shall be considered as part of the job description for the Conference

TERM OF OFFICE

The term of office is for two years. A second term may be offered. No one may serve more than two terms in one office.

RESOURCES

The Conference will reimburse travel and other expenses related to the job according to the Standing Rules. Overnight stays may be required.

MEETINGS—ATTENDANCE REQUIRED

- Executive; Program 1.5 days In Jan., April, July, October
- Annual Meeting/District Leadership Training 1.5 days in October

OTHER MEETINGS/EVENTS—ATTEND IF POSSIBLE

- District Executive Committee
- District Spiritual Growth Retreat
- District Annual Meeting
- Local Unit Executive Committee

OTHER MEETINGS AND EVENTS—NOT REQUIRED

- Leadership Training [first time officer only] 3 days + travel in November
- Spiritual Retreat (optional at own expense) 2 days in April every other year
- Mission u 4 days in July
- Assembly [optional at own expense] 4 days + travel every 4 years (even years)
- Jurisdiction [optional at own expense] 3 days + travel every 4 years (odd years)

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ADDENDUM TO JOB DESCRIPTION FOR CONFERENCE MEMBERSHIP, NURTURE AND OUTREACH COORDINATOR LOCAL UNITED METHODIST WOMEN ORGANIZATION

United Methodist Women is organized according to the group's need and size. Most United Methodist Women groups relate to a local church. Each local organization of United Methodist Women should have a leadership team that at minimum consists of a president, vice president, treasurer, secretary and chair, committee on nomination. However if this is not possible in a local organization the following shall apply:

The local organization shall be structured so that the work of administration, finance, program planning, planning for mission, record keeping and nominations can be carried out. A member must be named a contact person, and she or someone named by the team must serve as contact person for the district organization and serve on the local church council. The local organization must be making a pledge to mission.

MEMBERSHIP AND GIVING

Membership in United Methodist Women is voluntary and based on each individual woman's commitment to the PURPOSE of the organization. For most members, making a pledge to her group's Pledge to Mission, whether local or district, is a way of supporting the organization and expressing her commitment to mission. However, a pledge or financial gift is not a prerequisite for membership. It is member giving, however, that funds the total mission of United Methodist Women. (pg. 68 UMW Handbook)

Membership shall be open to any woman who indicates her desire to belong and to participate in the global mission of the Church through United Methodist Women. The pastor(s) shall be an ex officio member of the local unit and of its executive committee.

Based on the above criteria, it is hoped that all membership in local unit organizations will be counted the same. If you have been counting people who help at your Bazaar or Spring Luncheon etc., but have not made a commitment to the PURPOSE or are participating in the global mission they should not be counted. We all know these women help us and help at other church functions and are truly a blessing to our organization and to all church functions, but in order for all units to be on the same page when counting membership, please do not include these persons in you census reports.