

Antioch Fellowship Missionary Baptist Church  
STAFF POSITION DESCRIPTION

Position: Membership Services Director  
Reports to: Director of Engagement  
Work Hours: Full Time (Sunday-Thursday; On-call as needed)

**Principle Function**

This position works collaboratively with Antioch ministry leaders and staff. This position is responsible for ensuring that the Antioch database system is current and can be effectively used to support Antioch ministry activities. This position also establishes best practices for potential uses of the Antioch database system. The position develops management reports and reporting metrics to support the needs of ministry leaders to assist in the fulfillment of day-to-day ministry functions.

**Specific Duties**

- Maintain data integrity
  - Responsible for data quality, ensuring contact information and critical data points are current.
  - Maintains accurate records for reports of membership data and related activities.
  - Maintains accurate attendance reports from services, training, and other appropriate events.
  - Analyzes trends in attendance and service patterns; makes recommendations as necessary.
  - Examines members' involvement and communicates as required to ensure they are engaged.
  - Serves as primary contact related to membership services within the church database.
- Membership and Guest Services
  - Provides administrative support to the Director of Engagement; coordinates various activities and logistics, ensures they are executed well, and keeps all parties informed of progress.
  - Reports performance metrics for events including attendance and/or budget analysis, as appropriate.
  - Provides administrative support for New Members and New Leaders Orientation.
  - Serve as key point person for leaders on Sunday mornings and regularly occurring meetings and events; areas may include but are not limited to Leaders' Lounge and Welcome Center.
  - Generates departmental correspondence to ministry directors and leaders.
  - Generates reports utilizing Antioch database system and other technology.
  - Able to manage calendars, coordinate meetings, and assist with setting up appointments for ministry leaders.
  - Submits information to the creative team for promotion.

**Qualifications**

- Antioch Fellowship Missionary Baptist Church must be your home church.
- Strong organizational, communication and interpersonal skills.
- Intermediate to advanced proficiency with Microsoft Office Suite.
- Able to support and communicate Antioch's vision and church DNA.
- Ability to work well with members, leaders, staff, and partners.
- Ability to work independently, take initiative, prioritize workload and meet deadlines.
- Suggested spiritual gifts for this position or helps, hospitality, and administration.