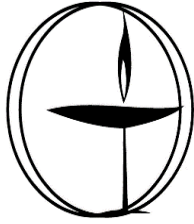


Membership Committee Policy

Unitarian
Universalist
Church of
Catawba Valley



Approved by the Board of Trustees

Name of Board President: John Shirreffs

Approval Date: Sep. 15, 2021

Revision History: None

Purpose: The purpose of this policy is to delineate the roles and responsibilities of the Membership Committee as established by the UUCCV by-laws. The Membership Committee plays a vital role in encouraging visitors and non-members to become members of our congregation and to support the assimilation and retention of the current membership.

Policy: The policy is to inform all members and non-members of the UUCCV congregation of the Membership Committee's duties and responsibilities of managing and accounting for all members.

Procedures: Overall Responsibilities of the Membership Committee: Greet visitors each Sunday, hold New Unitarian Universalist (UU) classes as well as membership ceremonies, help visitors and members find places to connect within the congregation, provide appropriate publications relating to membership, maintain contact with friends and members who come irregularly.

Membership in the Committee: The committee will have a chairperson who is a UUCCV member, and at least two other members who may be non-UUCCV members who will serve for a two-year term. Before the two-year term the chairperson will assess if the chair or any other member would like to step out of the committee or would like to recommit. If so, the member may be reappointed for an additional term. All interested members are welcome to serve. The chairperson will inform the Chair of the Council on Ministry (COM) and the Board of Trustees (BOT) for assistance in finding other members who would like to join.

Duties: The membership committee will be working in coordination with the minister to achieve the following tasks:

1. Greeters:

- Recruit and organize teams of volunteers to carry out the Sunday membership duties.
- Have greeters available to welcome members and guests.
- Greeters have visitors sign in and distribute information to the visitors such as UUCCV's website or brochures.
- Make sure all visitors have temporary nametags.
- Keep track of headcount of service attendance.
- Organize refreshments and clean-up for coffee hour after the service for attendees.
- Designate a person (verger) responsible for setting up the sanctuary on Sunday mornings before the service starts (see room set-up breakdown list for specific duties of the verger).

2. Taking Care of Visitors:

- The chairperson ensures that the visitors' information is maintained on a spread sheet.
- Visitors are contacted after their first visit and then followed-up with after 3 visits.

- Once a visitor has been attending services and events for at least 3 months the chairperson or minister approaches the visitor to see if they are interested in becoming a member.

3. Supporting visitors in becoming members: Provide the “*How to Become a member*” policy and an application to the interested visitor, which will be used to create a profile and provide input for the member database.

- The chairperson/delegate member or the minister will help guide the prospective member by inviting them to participate in orientation classes (currently called New to UU).
- Have ceremony welcoming new member(s).
- Make sure the new member signs the membership book.
- Provide new member with a folder of important documents.
- Have the Operation Assistant make a permanent name tag, add information to the member database (currently Breeze) and, create an announcement in the newsletter.

4. Communication requirements with the BOT:

- Report to BOT quarterly to provide information of the membership to include gains and losses of members, attendance numbers, and number of new visitors.
- Update the membership roll by February 1st. Determine current number of members for UUA purposes. Delete those that are no longer active, add those who have joined.
- The Membership Committee will receive information from the BOT when a membership was terminated for cause.
- Submit the Membership Committee’s budget to the Finance Committee by January 15th for the coming year.
- Convene Membership Committee meetings as necessary.

Related Forms:

List for setting up Sanctuary

Visitor sign-in sheet

Membership Book signature sheet

List of important documents for new member folder