

RESPONSIBILITIES OF MEMBERSHIP COMMITTEE

The responsibilities of the Membership Committee are as follows. The Chair of the committee will lead and facilitate these expectations.

1. Coordinate greeter program:
 - Recruit and schedule three to four greeters for each Sunday (September to May), typically by maintaining a sign-up sheet in the back of the sanctuary. Email pleas to committee members and congregation members may also be used. For the Summer Services one greeter will be recruited.
 - Committee members must sign up for the lead position.
 - Lead greeter will:
 - Keep greeter table supplies stocked (visitor cards, name tags, collection envelopes, pens) and greeter table arranged and decorated.
 - Check and clean pews. Recycle old paper, dispose of trash, and restock supplies in pews.
 - Instruct greeters to greet people coming to UUC and hand out programs.
 - Offer newcomers a card to sign which will result in addition to newsletter list.
 - Once music begins, pass offering baskets during the collection. Count money, checks, and people. Fill out collection envelope and give to treasurer or office manager (or place in office manager's mailbox).
 - Greeters will also facilitate use of microphones during conversational dialogue.
 - Circulate during coffee/social hour and introduce newcomers to members.

2. Help track/follow-up with newcomers:
 - Hand off completed newcomer cards to office (place in pink box).
 - Office manager sends welcome letter and packet (welcome letter signed by current membership chair).
 - Office manager adds newcomer names to data base and responds to newcomers' wishes appropriately and returns card to Membership Committee and notifies committee chair of newcomer's visit. Committee chair passes newcomer information on to committee member performing calls that month.
 - Membership Committee performs follow-up call one to three days later.
 - Membership Committee keeps track of newcomers (and non-members) for new member series.

3. Facilitate a new member series each spring and fall:
 - Coordinate newcomer series schedule with Worship Committee
 - Secure leaders of newcomer classes (Faith Journey & UUC/UU History)
 - Committee chair leads class about Activities and Expectations of Membership
 - Recruit new members by:

- Article about the series in the newsletter
 - Office manager sending mailing to recent visitors before series begins.
 - Follow up with personal initiations via phone call or email before series begins
 - Making a special announcement one or two weeks before series begins.
- Follow this plan for the newcomer series:
- Newcomer Orientation Classes: Three classes up to two hours in length each held after Sunday Service. Include lunch/snacks, childcare, and lunch/snacks for children in care as well as childcare worker. Class #1, class members' Faith Journey; Class #2, UUC and UU History; Class #3 UUC Activities and Expectations of Membership. Also include one social mixer: dinner/social.
 - New Member Sunday: Welcome new members to the congregation via a brief ceremony after the service. Give them booklet about UU, membership packet, and small gift.
 - Celebrate joining with an all-congregation luncheon following the New Member Joining Service.
4. Help assimilate new members. Some possibilities are:
- Maintain a photo board so people can connect names with faces.
 - Encourage attendance at events to integrate newcomers
 - Try to make UUC environment more hospitable and welcoming
 - Write article in newsletter after New Member Sunday introducing new members.
 - Check back in a few months to see how their process is progressing.
5. Member Retention
- Periodically check in with members who don't come often
6. Administrative Duties
- Create annual committee budget. Monitor expenses during year.
 - Create year end report for UUC Annual Report