

Implementation of the Membership Committee Charter 6/1/07

The specific duties of the Membership Committee are:

1. To recruit from the congregation greeters/ushers for each church service and to develop new procedures or update current ones to be followed by greeters/ushers. Have the names published in the Sunday bulletin and church newsletter and furnish the individuals recruited with written information regarding procedures; provide support. Greeter volunteers are asked to:
 - a. Warmly greet members and friends before the service on Sunday morning.
 - b. Provide information and nametags to visitors and encourage them to sign the guest book with name, address, telephone, and email addresses if available;
 - c. Collect the offering;
 - d. Remain at each church exit at the close of the service to encourage visitors to stay for coffee (one volunteer per exit).
 - e. Mingle and introduce visitors at coffee hour.
2. To develop and maintain a church membership handbook and sponsor new member orientation events with the minister;
3. To continue developing and implementing methods to maintain current members/friends and recruit new ones. This includes welcoming newcomers during coffee hour, providing information informally, acknowledging birthdays, anniversaries and special events, and hosting formal orientation to the church in conjunction with church leadership;
4. Coordinate New Member Recognition Sunday ceremonies with the Worship Committee and Minister.
5. To work with the Communications Working Group to provide photos and bio's of new members, and to participate in outreach efforts to increase church membership;
6. To provide special social events to introduce new members to the church leadership.

MEMBERSHIP

The Membership Committee shall consist of a chair appointed by the president of the Board of Trustees and approved by the Board of Trustees. Any active member of the church can become a member of the Membership Committee.

MEETINGS

The Membership Committee shall meet at least monthly.

BUDGET

The Membership Committee shall prepare an annual budget to be presented to the Finance Committee. All funds expended by the Membership Committee must be approved by the Committee Chair or Chair designee.

Chair, Membership Committee