

Membership Committee Charter 6/1/07

PURPOSE

The three basic responsibilities of the Membership Committee are to provide a warm welcome to all visitors, guests, and newcomers to our church; ensure that new members are assimilated into the congregation; and maintain an accurate membership roll.

MEMBERSHIP ROLL MAINTENANCE

In accordance with Article 1, Section 5 "Review" of the Bylaws the Unitarian Universalist Church of St. Petersburg: The membership roll shall be reviewed annually by the Board of Trustees, or a designated committee to determine which members have not contributed, financially or through service directly or indirectly, to the support of the Church. The absence of such support shall be considered sufficient reason for revocation of membership.

RESPONSIBILITIES AND DUTIES

The core Membership Committee is responsible for:

- contacting visitors by letter and by phone;
- developing visitor and new member information packets, brochures, and booklets in conjunction with the Communications Working Group;
- making name tags for new members and keeping the name tag rack up-to-date;
- procurement of gifts (e.g., "A Chosen Faith: Introduction to UUism") for new members;
- recruiting greeters/ushers and visitor table hosts for Sunday morning worship services;
- soliciting information from new members concerning their interests with the goal of finding places where their talents might be of use to the church community;
- maintaining an accurate record of current membership;
- working with the Care Committee to maintain an active church membership for church members who are unable to attend regularly;
- organizing programs and special events to welcome and introduce new members and prospective members into the church;
- contacting former members to conduct church exit interviews to determine why they have decided not to maintain an active membership in the church, and forwarding this information to the appropriate committee.

Core members of the committee should be familiar with the basic principles and purposes of Unitarian Universalism and be prepared to answer questions regarding what UUs believe. They should be able to formulate and articulate reasons for maintaining a commitment to the church (current members/friends) or joining/becoming a friend of the church.