

Membership List Maintenance Policy

Approved by the BOT 3/12/14

The Financial Secretary will be responsible for keeping an up-to-date membership list. The method will be as follows.

- A document will be set up on the church office computer titled Membership List. Only the Financial Secretary and Assistant Financial Secretary are authorized to add or remove names.

I. During the first week of every month, the FS will check the membership book.

- If there are any new entries, the FS will check PowerChurch to see if a pledge has been entered.

- If Yes, that name will be added to the Membership List by the FS.

- If No, the FS will send a note to the person saying something like:

Dear _____,

Welcome to UUSP! I am happy to see that you've signed the membership book and plan to be a part of our wonderful spiritual and social community. Did you know that in order to be a full-fledged member and have the privilege of voting on the selection of church officers as well as important issues that are presented from time to time, you are asked to make an annual financial pledge of record? I'm enclosing information on pledging to UUSP and a pledge form. You can drop the completed form in the collection basket on Sunday or mail it to the church office. If you have any questions, you may certainly contact me at any time.

With joy,

Financial Secretary

Email address

II. When the FS receives a new pledge form, the FS will immediately check the membership book.

- If the same name is in the book, the person will be added to the Membership List

- If the name is not in the book, the FS will send a note saying something like:

Dear _____,

Welcome to UUSP! I'm happy to see that you've made a financial pledge in support of our wonderful spiritual and social community. Did you know that in order to be a full-fledged member and have the privilege of voting on the selection of church officers as well as important issues that are presented from time to time, you also are asked to sign the membership book? If you wish to sign the book and become a member, please contact the Minister or the head of Congregational Life.

You may also certainly contact me at any time.

With joy,

Financial Secretary

Email address

III. When a member formally resigns, via email, mail or in person, the FS will remove that name from the list.

- Whoever the member speaks or writes to is responsible for notifying the FS.
- A file will be kept of resignation letters and documentation of phone calls, conversations, etc. indicating a member's definite decision to resign. Whoever the member spoke or wrote to is responsible for recording this information in the file.

IV. If there are other indicators that a member may have resigned or dropped away, the head of Congregational Life will attempt to contact that member and notify the FS with any new information.

V. At least annually, following the guidelines under Section 4, Article 1 of the UUSP By-Laws (Removal of Inactive Members), a committee designated by the BOT will review the membership list and take any designated actions necessary.