

**UUCLC MEMBERSHIP COMMITTEE**  
**ARTICLES OF PROCEDURE**  
**Adopted 08/10/05**

Purpose: The membership committee shall be responsible for welcoming visitors, orienting newcomers toward membership, and integrating new members into the life of the church community.

Organization: The committee chair shall be elected by the congregation at the annual business meeting, serve as a member of the council and attend all council meetings. If the chair is unable to attend a council meeting, another member of the committee may represent the committee. Any members or friends of the church who are interested are welcome to serve on the committee. All meetings are open to members and friends of the church.

Duties and Responsibilities:

- A. The chair shall call committee meetings, consult with committee members, the minister, and council or board members about agenda items in advance as necessary so that all needs are addressed, notify committee members in advance of the time, place and agenda of the membership committee meetings, and publish in the church newsletter congregational notification of the time and place of meetings.
- B. The chair or designated representative shall attend all council meetings and give an oral summary of highlights and full written report on membership committee activities.
- C. The chair shall be available as witness for the signing of the membership book.
- D. The chair shall respond to entries on the website guestbook as needed.
- E. The committee should:
  - 1. Maintain membership records.
  - 2. Organize Sunday greeters and provide greeter training workshops.
  - 3. Register visitors, prepare and distribute visitor packets, prepare follow-up contacts, distribute and process visitor cards.
  - 4. Order and distribute pamphlets.

5. Furnish name tags.
6. Sponsor New UU Orientation Classes in partnership with the minister.
7. Plan New Member Recognition Sunday Ceremonies in partnership with the minister.
8. Prepare and distribute new member packets.
9. Sponsor Continuing UU Orientation Classes in partnership with the minister.
10. Facilitate Information Sunday Sessions in partnership with the minister.
11. Prepare short biographies of new members for publication to the congregation.
12. Organize annual pot-luck picnic at minister's home.
13. Have voting membership and quorum totals ready for congregational meetings.
14. Furnish the newsletter editor and the finance committee chair with names and addresses of new members as available.
15. Furnish the newsletter editor with the names of greeters to be thanked each month.
16. Publish and distribute the directory of members and friends several times each year with assistance of office manager.
17. Prepare a budget of anticipated expenses for the finance committee annually.
18. Coordinate with other committees to integrate new members into church activities and programs.
19. Maintain a members' gifts and talents database.
20. Work with webmaster to keep webpage updated and maintained with regard to membership issues.

21. Plan and execute a Membership Sunday Service to share new membership committee initiatives.
22. Communicate personally with as many members, friends and interested persons as possible to help them feel welcome and to invite them to participate in church programs and activities.