

MEMBERSHIP MINISTRY TEAM

Recruit, train and schedule Sunday Greeters.

Maintain supply of UU literature and UUCP information materials for visitors and newcomers.

Maintain and procure as needed the Guest and Membership Books.

Coordinate with office staff to provide name tags for visitors, members and friends

Maintain the database of members and friends.

Provide user instruction and support to members and friends on use of the member/friends portions of the data base

Publish a membership directory (PDF format) directory annually. Coordinate with Website/Communications team to place it on website for Members/Friends to access. Print and distribute directory for those persons who are otherwise unable to access.

Present membership exploration activities to help visitors and friends to consider becoming members.

Coordinate with Minister and Sunday Services Team and new members to conduct periodic Membership Sundays when new members are recognized as part of the congregation.

Gather materials, assemble and provide each new member an information packet.

Facilitate new members to become involved in congregational life as they are willing and able.

Encourage integration of new members through activities such as coordination with Light newsletter volunteers publishing interview/bio of new members, use of social media and electronic forms of communications.

Assist the Leadership Development Team (formerly Nominating Team) in identifying potential elected leaders and appointed team leaders.

Membership Team Suggested Procedures

Per our by-laws, there are four (4) categories within membership –

- Member,
- Friend,
- Honorary Lifetime Member and
- Associate Member.

Each is defined (rights/responsibilities) in the By-Laws.

There is an annual reporting requirement to UUA regarding many aspects of congregational life – to include membership data. In order to prepare for that reporting the Membership Team is tasked with reviewing the rolls and updating them as appropriate. This reporting is usually conducted in January of each year.

Accurate reporting affects a number of things to include:

- determination of how many votes our congregation is allowed at GA,
- monthly record maintenance fees (\$\$) paid to Simple Church for each person (adult and children) listed in Simple Church. Our current monthly fee is (approx.) \$50 per month. Erin can provide specifics
- Any prospective minister would want to know about us.

Suggestions on deleting records from SimpleChurch:

When to delete a record from Simple Church (monthly fees are pegged to the number of records on SC). And the folks at SC remind new users to have people on SC who you are keeping track of - some churches take attendance, participation records, child care, CRE records, etc.

I figure for those who have moved away - keep them on until after the tax reporting season is over. Around 1 May delete the Associate Members. Some years, I did have larger donors request a duplicate giving statement for their CPA/Accountant. I've deleted the children of associate members sooner than the parents as there is no activity involve in their record.

For the deceased, I've known of families that have needed time to settle estates, so I've been keeping them on for about a year figuring they would have asked for anything by then. For folks who have a history of significant generosity, I've been downloading a giving record (as a PDF) and saved it in my Membership folders before deleting.

Membership – Annual Cycle

Mid-Feb – Mid-March - Annual Budget Drive/Membership Reaffirmation. This is a two-pronged process – first, pledging and secondly – “do you want to maintain your membership?” Dates for the budget drive are driven by the church’s Annual Meeting date which is determined by the Board.

Late March – Mid-April – Follow-up to those who didn’t respond. Some ask to maintain membership, but are unable to pledge. (By-Laws allow for exceptions granted by the Executive Team). Persons who have not pledged are reminded that if they put cash in the basket, to put in an envelope with their name, else their donation cannot be acknowledged/recorded.

March – nominate persons to be considered Honorary Lifetime Members. Congregation votes at annual meeting.

End of August – new program year, parents re-register for CRE. Coordinate with Sarah to see if missing/non-responding families have contacted her to re-enroll their children.

End of August – Early September – letters are sent to those who have not participated within the last year and have not made any contribution of record. They are given a “please respond by date”

October or November – names presented to Executive Team/Board for action

- Waive by-laws requirement to financially contribute
- Remove from Membership – those who did not respond to the letter sent in Aug/Sept.
- Inform Board of voluntary changes – no board approval necessary as individual initiated action.
- Inform Board of members who are non-participatory but who do financially contribute (housebound persons)

December - January – UUA starts collecting data from congregations. In the past two years, Emma Mulvaney coordinated the collection and submission of data. Membership is but one of several data categories.

And the cycle begins again.