

MEMBERSHIP TEAM CHARTER

The Membership Team works closely with the minister to recruit and welcome new members and help integrate them into the life of the congregation. Works with the minister, greeters and other teams to provide a welcoming and inclusive experience for all congregants.

Membership

The Membership Team is composed of 5-7 members who are well versed in the principles of Unitarian Universalism and the nature of the local congregation and its programs. Additional volunteers will be recruited to assist with specific activities.

Commitment

Members commit to participate in membership meetings and activities. Meetings will be held at least quarterly, with additional meetings as needed.

Responsibilities

- Works to encourage interest in Unitarian Universalism and attract newcomers to CUUF
- Coordinates with CUUF greeters to identify and welcome visitors.
 - maintain brochures and informational packets about the local congregation and Unitarian Universalism.
 - provide after service, “get acquainted lunches” for newer members.
 - provide support for orientation programs for newcomers (Newcomer’s classes)
- Provides information and sponsors activities which continually allow the opportunity for visitors, friends and members to get acquainted with one another, get connected to the CUUF ministry and programs and become active in the life of the congregation.
- Plans with the minister for recognition of new members and helps create a culture of recognition and appreciation of all members.
- Reviews membership roll quarterly and coordinates with the minister and Pastoral Care Team to reach out to members and friends.

- Works with the office administrator to keep updated records of recent visitors.
- Helps maintain a list to honor those congregants that have died.
- Maintains and organizes written and electronic copies of records, reports, forms and significant correspondence for future reference.

Reporting and Review

The Membership Team:

- Reports to the Minister.
- Reviews and assesses our achievements quarterly.
- Provides reports to the Board on their activities when requested.
- Prepares and submits an annual plan with budget in February of each year.
- Submits a detailed written report to the membership for the Annual Congregational Meeting.

2/11/17