

<i>NORTHWOODS UNITARIAN UNIVERSALIST CHURCH</i>	TITLE: Membership Committee		
	DOC No./ REV.	P005 Rev A	
	ORIGINATOR	Dorothy Kennedy & Lynn Killean	PAGE 1 OF 4
	COMMITTEE	Membership Committee	APPROVED DATE: 6/18/07

1. POLICY:

The membership committee is charged with these functions:

- To welcome and provide orders of service for all who attend worship services
- To encourage visitors to complete a form establishing contact information
- To purchase and display brochures about Unitarian Universalism and other materials of interest to visitors
- To facilitate the membership process
- To maintain accurate membership records including a list of “Members” and a list of “Voting Members”

Employees of the Church (and their families) shall be discouraged from becoming members of Northwoods due to possible conflict of interest and confidentiality issues.

2. REFERENCED DOCUMENTS:

- **P001** - Bylaws, Article V
- **F003** - Visitor Form
- **F004** - Letter to Visitors
- **F005** - Interest in Joining Form
- **F006** - Annual Membership Census
- **F007** - Monthly Membership Change Form
- **F008** – Offering Form
- **F009** – Sunday Service Attendance Form

3. DEFINITIONS:

- **Membership** is defined in the P001 - Bylaws, Article V, Section 1.A
- **A contribution of record** is any sum of money that qualifies as a charitable tax deduction and is given by a member or friend of Northwoods to Northwoods Unitarian Universalist Church and is recorded by the Church Administrator or Financial Secretary.
- **Voting Members** are defined Bylaws, Article V, and Section 1 E. All Voting Members must have made a financial contribution of record sometime during the 12 months prior to any officially called Congregational meeting to qualify to vote in the Congregational meeting. This contribution must have occurred at least 30 days prior to the date of the Congregational meeting.

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4. PROCEDURE STEPS:

Step	Activity 1: Welcoming Visitors	Responsibility
A	Provide training for greeters	Committee
B	Schedule greeters for Sunday services	Committee
C	Order UUA brochures as needed and maintain display racks	Committee
D	Update NUUC welcome brochure and display Create other membership-related brochures as needed	Committee with Administrator
E	Encourage visitors to complete visitor's form F003	Committee
F	Provide nametags	Committee and Administrator
G	Arrange for Administrator to send letter of welcome to each first-time visitor – F004	

Step	Activity 2: Sunday Offering and Attendance	Responsibility
A	Pass offering baskets	Greeter(s)
B	Count number attending the service and adult RE class – F009	Greeter
C	Complete offering form provided by Administrator – F008	Greeter
D	Deposit offering and form in designated location	Greeter

Step	Activity 3: Steps Toward Membership	Responsibility
A	Make Interest in Joining - form F005 available and encourage their use. Chairman routes form to Church Administrator for follow letter.	Committee
B	Schedule Pathways to Membership classes at least twice a year Classes may be led by the minister, by the membership committee, or by a Northwoods member designated by the committee or minister.	Committee
C	Coordinate informal group meetings with minister regarding interest in joining as needed	Committee
D	Make membership book available for signing as requested Take photo of new member Give new member pledge card and New Member Packet	Committee

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Step	Activity 3: Steps Toward Membership	Responsibility
E	Share new member information with Church Administrator and Financial Secretary Send letter of welcome to new members	Committee & Church Administrator
F	Maintain monthly membership status report and share with Program Council – F007	Committee
G	Consult minister to schedule at least two annual Recognition of New Members rituals during Sunday services. Provide UU lapel pins or other appropriate token gifts for new members	Committee
H	Arrange a party for new members at least once a year. Expenses incurred shall be covered by Membership Committee budget.	Committee

Step	Activity 4: Annual Membership Census	Responsibility
A	In June of each year the committee will meet with the Financial Secretary to determine which names should be recommended for removal from the list of Voting Members as described in Bylaws Article V, section 2. A cause for removal from the voting membership list includes lack of a contribution of record during the previous 12 months. <ul style="list-style-type: none"> ▪ List of Voting Members and list of (non-voting) Members shall be kept in the data base by the Administrator and the Financial Secretary. 	Committee Church Administrator Financial Secretary
B	Contact the voting members described above and urge them to respond within 30 days to letter. See F006 . If they do not respond, recommend a change of status of their membership to the Board of Trustees.	Committee
C	Prepare statement for Board of Trustees recommending termination of voting membership and present it in July.	Committee
D	The Board of Trustees may set a minimum financial contribution for all Voting Members, may waive the financial contribution requirement on an individual basis.	Committee
E	The Board of Trustees shall annually submit to UUA the updated list of members in a timely manner.	BOT and Committee

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5. OTHER INFORMATION - (Attachments, records, other comments as needed):

- It is strongly recommended that the membership committee be led by co-chairs, one taking major responsibility for procedures listed below in Activities 1 & 2 and the other taking major responsibility for procedures listed below in Activities 3 & 4. In addition to the co-chairs the committee shall include three to five members.
- Membership Book is kept in locked top drawer of office filing cabinet.
- **Attachments: Forms F003 to F009**