

Membership Committee

The Purpose of the Membership Committee is:

- To plan and implement contacts and programs for Church membership recruitment and retention.

To accomplish this purpose the Membership Committee shall:

- Be formed as a committee with a chairperson and multiple committee members.
- Hold regularly scheduled meetings of the committee.
- Prepare and present a proposed budget to the Finance Committee for approval each fiscal year.
- Prepare and present a written annual report to the congregation.

The Membership Committee shall perform the following functions for the membership of the congregation:

- Prepare and distribute a brochure for prospective members that describes the First Unitarian Church of South Bend and the Unitarian Universalist (UU) Association, in conjunction with the Marketing Committee.
- Organize Sunday service greeters of newcomers and related entry table materials and name tags.
- Maintain a visitor/prospective member follow up contact system.
- Inform Minister of visitors who have expressed an interest in the Church.
- Collaborate with the Minister in organizing prospective member meetings and orientation.
- Collaborate with the Minister in welcoming new members to the congregation, including the preparing and distribution of new member packets that contain information on the Church by-laws, budget, financial support, annual report, committees, activities and UU Association.
- Maintain an up-to-date list of Church members, presented to the Board of Trustees each January.
- Maintain online directory of members and friends. Check at least annually that information is current. Paper copies of the directory are available on request.
- Give names of new and prospective members to appropriate committees for inclusion in Church activities.
- Make use of resources provided by the UUA.

Latest Date Approved: September 9, 2024
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