

MEMBERSHIP COMMITTEE
Program Council Member
Greenville Unitarian Universalist Fellowship
1135 State Park Road • Greenville, SC 29609

MISSION STATEMENT:

To attract and hold new members. It oversees programs and events which are intended to encourage active membership in the fellowship. Membership has both a social function and educational role to help new people understand the commitment that membership entails.

QUALIFICATIONS:

OVERALL RESPONSIBILITIES:

To administer programs and events intended to encourage continuing active membership in the fellowship. To attract and hold new members. To administer supplemental services to support and enhance activities related to the fellowship.

FUNCTIONS:

1. To represent Membership at the monthly Program Council meeting.
2. To seek and retain volunteers.
3. To organize new members' social functions with the Minister.
4. Visitors need to be identified and greeted each Sunday in the Fellowship Hall. Red visitor tags can be found upstairs or downstairs on the membership table. Encourage visitor awareness. Visitors are called and thanked for their visit and questions answered.
5. To coordinate new member breakfast before ingathering ceremony (normally held in the fall & spring).
6. Upon signing of the membership book, to process the membership:
 - a. Welcoming note in the newsletter
 - b. Informing canvass committee for pledge solicitation
 - c. Adding name to the forthcoming directory & member roster in PowerChurch
 - d. Welcoming member at next ingathering service
 - e. To make sure that new members have their individual name badges
 - f. Ensure that new members know about upcoming new UU classes, new member breakfast, ingathering service date, and new member badge
 - g. Informing them of any activity in which they may be interested
7. To develop an annual budget for membership and control expenses to that budget.
8. To attend committee meetings of other functions and special programs as helpful or appropriate to furthering the membership.
9. To encourage new members in attending the new UU classes.
10. Directories – publish and distribute annual UU directory (maintain & update database in PowerChurch).
11. Purging the member rolls. In order to manage the membership, it will be necessary to purge the membership roll periodically. After annual canvass drive, membership committee will work with the canvass committee to obtain the membership updates and send out letters to individuals who have moved, or been inactive for 2 years, asking them of their intent to remain members.
12. To maintain membership table.
13. To organize social activities such as potluck lunches, semi-annual congregational picnics, Christmas Eve reception, and Thanksgiving dinner.
14. Develop and make available brochures and info packets relative to GUUF and Unitarian Universalism.
15. Organize and coordinate annual blood drive.
16. In conjunction with the Communication Committee, publicize membership activities.
17. To serve as clearing house for info regarding fellowship activities & groups in conjunction with Communications Committee and Volunteer Coordinator.

HUMAN RESOURCES:

New UU Classes Coordinator

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Name Badge Coordinator
Directory Coordinator
Visitor Calls Coordinator
Member Table Coordinator
Potlucks Coordinator

OTHER RESOURCES:

Board/Program Council Working Materials Notebook
UUA Congregational Handbook
Membership Notebook