

MEMBERSHIP COMMITTEE CHARTER
Effective Date: September, 1995
Board Approved Updates: February 2001

I. NAME OF THE COMMITTEE: Membership Committee

II. GUIDING RATIONALE: Everyone who comes to the Unitarian Universalist Church of Silver Spring can find a welcoming and supportive community.

III. PURPOSE OF THE COMMITTEE: Greets visitors, friends and members. Helps visitors, friends and members integrate into the church life. Recognizes the role that individuals play in maintaining the church.

IV. MEMBERSHIP, APPOINTMENTS, AND TERMS OF SERVICE:

A. The committee is headed by a Chair or by Co-Chairs appointed by the Program Vice-President and approved by the Board of Trustees for a term of two years.

B. The following positions are appointed by the Committee Chair or Co-Chair in consultation with the Volunteer Placement Committee: Greeter and Visitor Table Coordinator, Initial Visitor Contact Person (2 positions), Name Tag Maker, Inquirers' Luncheon Coordinator, New Member Dinner Coordinator, New Member Buddy Coordinator, Photographer, Uniter Editor, and members at large. Each committee member shall serve for two years.

V. FREQUENCY OF MEETINGS: The Membership Committee meets six times during the calendar year.

VI. SPECIFIC TASKS AND REPORTING SCHEDULE:

A. Assigns and trains greeters and visitor table volunteers for all services.

B. Makes initial and follow-up contacts with visitors.

C. Coordinates with the minister and other church leaders to plan special events for newcomers--Inquirers' Luncheons; Potlucks; New U courses; Recognition of new members during services in October, February, and June; etc.

D. Maintains a variety of brochures to address questions of visitors and members.

E. Helps integrate and introduce friends and new members to the congregation via publication of the Uniter, new member photos on the bulletin board and new member biographies in the Uniter. The integration includes coordination with the Volunteer Placement Committee.

F. Evaluates the process people follow from first visit to membership assimilation.

G. Plans ways to recognize members.

H. Works with other committees to keep track of members.

I. Works with the Administrative Assistant to create the church directory on a semi-annual basis.

J. The Chair, Co-chair, or a designated representative shall attend the Program Council Meetings.

K. Prepares budget material as requested by the Finance Committee.

L. Prepares an annual report for the congregation that recognizes new members, committee and other volunteers, and includes a financial summary for the committee.

VII. RESOURCES:

A. Membership Charter and the Program Council Charter

B. "101 Ways to Increase Membership" (UUA Pamphlet)

C. "44 Ways to Increase Attendance" by Lyle Schaller

D. The Inviting Church: a study of new member assimilation by Roy Oswald and Speed B. Leas

E. Dancing with Dinosaurs by William Easum

F. The Vital Congregation by Herb Miller

G. How to Reach Baby Boomers by William Easum

H. The Church Growth Handbook by William Easum

I. Growing Plans

J. The Congregational Handbook

Workshops sponsored by GWA, JPD, and the UUA are also valuable resources.