

Membership Committee Roles and Responsibilities

Approved by UUCWI Board of Trustees, January 10, 2012

Edited 5/1/2016

Purpose: To ensure that visitors and other potential new members are made welcome and to facilitate their becoming members in accordance with the UUCWI Bylaws.

Nature: This is a standing committee.

Key Responsibilities:

Welcoming and Orientation

- Greet all who enter the sanctuary and encourage visitors to sign the guest register
- Arrange for persons who sign the guest register to receive welcoming information
- Help inquirers become acquainted with Unitarian Universalism and our congregation
- Organize new member get-acquainted meetings and orientation classes
- Organize welcoming ceremonies for new members
- Assist new members in joining church committees and activities

Operational Duties

- Provide greeters for services
- Maintain the membership table at services, with UU literature and guest register
- Display photos of new members, with names, community in which they reside, and date they joined
- Seek new members and encourage other members to introduce friends to the congregation
- Assure that each new member meets all the requirements of membership in the Bylaws
- Work with the Administrator to keep a current list of members
- Track the progress of potential new members

Ex Officio Members

- Minister
- Administrator