

## **Membership Committee Charter – adopted by PB January 2011**

**Purpose:** To encourage and support the growth of UUFP membership by providing a warm welcome to visitors and knowledge to the community of UU principles and our fellowship, and supporting members through recreational activities and directory information.

**Leadership & Members:** The Membership Committee consists of the committee chair, the minister, and other interested members of UUFP.

**Meeting Schedule:** Meetings are held monthly as needed. Some meetings may be handled through emails.

**Objectives/Specific Duties:** The activities of the Membership Committee include the following:

- Maintain electronic Member/Friend roster and distribute electronically.
- Maintain visitor list database.
- Acquire UUA brochures for distribution.
- Review membership list each month for members not recently seen who may need to be contacted and who may need attention from minister or Caring Committee.
- Write member profiles for inclusion in The Flame.
- Prepare pictorial directory for members.
- Provide recreation and social activities periodically (examples: potlucks, game nights, ice cream socials, Sunday morning coffee time coordinated)
- Provide attendance numbers and birthdays to Flame editor.
- Annually analyze membership list for purging and send updated list to UUA by Feb. 1<sup>st</sup>.
- Recruit and provide orientation for UUFP greeters.
- Send visitor letters to all visitors after first visit.
- Make visitors feel welcome by inviting them to events that may be of interest to them at UUFP and introducing them to other members including the minister or committee chairs.

- Hold periodic UU Orientation classes (3 or 4 per year).
- Committee chair or minister witnesses when new members sign the membership book.
- Provide new members with welcoming letters, name tags, and directories.
- Coordinate with minister to recognize new members at a New Member Ingathering Ceremony during a Sunday morning service. New members' bios are included in the Order of Service.
- Host All Souls event to honor new members from the past year.

**Outcome Measurements:** The committee will review its charter and membership records annually to determine the effectiveness of its activities.

**Reporting Requirements:** The Membership Committee will attend Council of Committees meetings regularly, report as needed to the minister and Policy Board, and keep the UUFM membership informed of committee work through regular church publications.

**Budget:** Operates on the budget set annually by the UUFM Financial Committee.