

UUCV Membership Committee Procedures

The ministry of this committee is to welcome visitors and returning visitors, to help individuals along the path to membership and to monitor satisfaction of all members, especially those whose attendance declines.

We accomplish this ministry by:

1. Greeting guests/visitors, friends and members on Sunday mornings. Three committee members are scheduled to greet each Sunday. (Person 1 stands on the porch with minister/service leader and brings any newcomers to the second person who is stationed at the end of the entry hall. Person 2 escorts the newcomers to the membership table for a name tag; asks them to fill out the information form if they wish; provides them with the envelope of information + pen; shows them around and perhaps introduces them to other UUCV members in the Social Hall. Person 3 should find a member of the congregation to hand out the Order of Service and then act as a "floater" to help Person 2]

If the guests/visitors have children, we give them the brochure related to the RE program and, if time allows, take them downstairs to meet the DFLD and show them the classrooms.

2. Handing out the Order of Service and passing the collection baskets. There are three people on duty – one for the annex and one for each side of the main area of the sanctuary. The ushers don't start passing the baskets until the music starts playing. The person collecting in the annex should bring her/his basket to the nearest collector in the back of the sanctuary. The two who collected from the main sanctuary will stand at the back of the sanctuary when finished collecting so the pianist/accompanist knows when s/he can wind up the music after the offertory. When the musical response has begun to be sung the baskets are carried down the aisle to the minister and ushers return up the aisle to the rear of the sanctuary, thence to their seats.

3. Seeing to it that newcomer envelopes are prepared for use by adding the UUCV leaflet and a UUCV magnet to the information already contained in the envelopes and applying the identifying label to the front of the envelope.

4. Writing a note (preferred), sending an e-mail or making a phone call to folks after their first visit to ask if they have questions and say we hope that they return. (Done by committee members during meetings)

5. Talking to first-time and returning guests/visitors at coffee hour, helping people to connect with others through introductions to Director of Life-Span Faith Development or other staff and pointing out the Information Table, sign-ups, various brochures, and available resources. (Everyone!)

6. Coordinating with minister and Church Administrator on invitations to New Member classes and assisting as needed in conducting those classes.
7. Reviewing the directory quarterly to check on who has not been seen in a while and who should be added ☺ or removed ☹ from the directory. These folks are contacted by committee members or the minister (decided at committee meeting)
8. Checking with people whose membership status is in question and tracking membership status for files and reporting to UUA by 1 Feb. (Plan this at December committee meeting.)
9. Organizing celebrations for membership events.
10. Taking pictures of new members for display in Social Hall and entering information into the data base for directory. (Anyone with a Smart Phone should take pictures - Church Administrator enters data - committee arranges display)
11. Collecting visitor information— the committee member responsible for the visitor table will take visitor information sheets to the office (Church Administrator's mailbox). That committee member shares add any info she/he has on the visitor/s with Church Administrator who will then disseminate the information via email to board, staff and Membership Committee.
12. Providing information to Church Administrator for Church directory.
13. Providing name tags for visitors and attendees - then permanent name tags when requested. (CA does this)
14. Participating in new member celebrations; ordering and presenting gift books and flowers to new members.
15. Keeping the Information Table in the Social Hall orderly, with current resources, and the Guest Table stocked with temporary (stick-on) nametags - generally maintaining a welcoming atmosphere in the Social Hall.
16. Recording and maintaining committee meeting minutes electronically.