

## First Unitarian Church Committee Description

**Name of Committee/Group:** Welcome/Membership Committee Member

**Purpose:** to present a welcoming atmosphere to visitors; to assist visitors in the membership process; to help integrate new members into the congregation; and to address membership retention.

### Responsibilities

- A. The Bylaws indicate that Welcome/Membership Committee shall:
1. “Present a welcoming atmosphere to visitors”
    - a. Recruit, train, and coordinate assignment of Sunday morning greeters.
    - b. Maintain a Welcome Center stocked with Unitarian Universalist and First Unitarian Church literature.
    - c. Work with marketing, communications, and public relations committees in efforts to recruit visitors.
    - d. Greet visitors as they arrive and circulate after the service, introducing new and returning visitors to others, answering questions, and being genial hosts.
    - e. Provide nametags for visitors and members.
    - f. Encourage visitors to sign visitor cards and follow up as appropriate.
  2. Assist in the process by which visitors become prospective members and prospective members are oriented to the responsibilities and opportunities of membership
    - a. Provide information to visitors about the joining process.
    - b. Advertise and assist the minister with Meet the Minister and New U Orientation sessions, including planning for any necessary refreshments, childcare, etc.
    - c. Talk with prospective members to be sure they understand the privileges and responsibilities of membership.
  3. “Maintain visitor and member information”
    - a. Maintain a database of visitors, in conjunction with the office administrator.
    - b. Communicate with other committees and staff (e.g. Extended Ministry, Pastoral Care, Religious Education, Volunteer Coordinator) regarding visitors and members’ needs, questions, etc.
  4. “Assist with the induction and introduction of new members to the Church”
    - a. Advertise and assist the minister with the signing ceremony, which includes providing a new member informational packet (containing the Constitution and by-laws, church directory, and other materials helpful to

understanding church operations), nametag, and membership certificate; providing childcare as needed.

- b. Assist the registrar in inviting new members to their first Congregational Meeting and introducing them to the congregation.
- c. Plan and coordinate New Member Recognition ceremonies with the minister.

5. “Help to integrate new members into the Church.”

- a. Provide biographical profiles of new members for the newsletter and photographs for the bulletin board.
- b. Work with the Volunteer Coordinator and others to integrate new members into the ministry that best suits their skills and desires.
- c. Work with the minister, Volunteer Coordinator, Extended Ministry, and those involved in pastoral care to be sure members remain connected to the church as time passes.

B. To reach these goals, members are expected to:

1. Attend committee meetings
2. Coordinate or work with coordinator on one or more committee tasks (e.g. New U Orientation, Membership Recognition, Membership retention, etc.)

**Qualifications:**

1. Be willing to work on one or more committee tasks
2. Show discretion with information sharing about visitors and members

**Amount of Time Required:** varies according to tasks

**When:** varies

**Training Provided:** none needed to be committee member, but will need training for specific tasks undertaken

**Responsible To:** Welcome/Membership Chair

**Support Provided:** Committe members collaborate and work on tasks together.

Last reviewed 12/3/08