

**First Unitarian Universalist Church
Membership Committee Charter
Spring 2014**

Inspire Care Act . . .

The First Unitarian Universalist Church of Indiana, PA is a religious community grounded in love, support and acceptance. We commit to

- Inspire and nourish the personal spiritual journey
- Apply the values and principles of Unitarian Universalism in our living
- Promote compassionate and responsible thought and action in the world

The Board asks that all committees keep the mission of the church in the forefront of all they do. In order to ensure that our mission is the focus of our work, we ask that the mission is used in all reports to the Board. For instance, since your committee's last report to the Board (month, quarter, annual) how has your committee inspired the congregation, how are our principles guiding your work, how have you cared for each other or the larger community, what actions have you taken.

All non-elected committees are originated by the Board of Trustees and are accountable to the Board. A Committee Chair is appointed bi-annually by the President of the Board. In accordance with church bylaws, Committee Chairs may not serve more than two consecutive two-year terms (although may remain on a committee indefinitely).

As stated in the bylaws, the committee shall:

By two weeks prior to the annual meeting, provide a written summary report (using the above-mentioned reporting format) of all activities of the committee over the past year and major plans for the upcoming year. These reports will be included in the Board's Annual Report to the Congregation.

Annually, provide the Finance Committee with projected budgetary needs for the upcoming year.

- **It is the responsibility of outgoing Committee Chair to give this charter to the new incoming Chairperson along with all files (paper and computer) which may assist them in their responsibilities**
- **Assist the new Chairperson, with help from your Board Liaison with transition**
- **Share all committee activities that may have positive PR news with the Membership Chair**

Purpose: To work closely with the minister to generate awareness of our liberal presence in this region, recruit and welcome new members and help integrate them into the life of the congregation

Functions & Responsibilities:

- Actively create PR news releases and advertisements for First UU programs and activities through all media available
- With the minister, provide support for programs of orientation for those new to Unitarian Universalism
- Plan with the minister for a suitable recognition of new members
- Review membership roll and reach out to those whose participation may be waning with e-mails, letters, phone calls, or texts
- Provide information which continually allows the opportunity for visitors, friends and members to become active in the life of the congregation

- Recruit greeters for all regular Sunday services and provide a “Greeters Checklist” so they are prepared to greet visitors, friends, and members (Greeter Name Tag and visitor name tags provided)
- Work within the budget allocated by the congregation
- Appoint a member of the committee to serve as Care Coordinator to send cards and notes for birthdays, illness, hospitalization, new births, etc. to members and friends of the congregation regularly. The cards and stamps costs will be a part of the Membership Committee budget. These items will be provided to the Care Coordinator by the Membership Chair.