

UUCSC Membership Committee Chair - Job Description (proposed 2003)

The Membership Committee Chair will:

Serve as a member of the Program Council and carry out the responsibilities of that position.

Formally connect new members to the congregation by:

- a. forwarding the prospective member visitors to the Newsletter Address Keeper
- b. insuring that the prospective members are processed into membership, using the proper forms and proceedings .
- c. forwarding the pertinent data (address, telephone, mail, children's birth years)to the keeper of the UUCSC Directory for inclusion after new members sign the membership book.
- d. forwarding data on the member to the UUA World for receiving the subscription and completing the annual data report on UUWorld, which will be then reviewed and signed by the President, Clerk, or Minister.
- e. maintaining files of brochures and handouts at the Legion hall to assemble for distribution.
- f. consider serving as Co-Chair of Annual Canvass with the Finance Committee Chair and soliciting participation in funding from new members as they join the congregation.

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1. Provide leadership and coordination with relevant UUA and Ballou-Channing District programs and actions.
2. Recruit and orient/share 3-5 members of the congregation to serve on the committee to share in the development effort and work of the committee; we expect that 4-5 members is ideal. We particularly seek to add and maintain a Young Adult Member, who would particularly help us with that target population for membership.
3. Implement specific functions of the Membership Committee to facilitate Sunday and special services.
4. Organize and implement a system of contact, orientation and development of membership that integrates persons into the spiritual, actualizing and organizational effort of the congregation.
5. Meet periodically. In the odd-numbered month, the committee will meet after the fourth service for 20-30 minutes to review effectiveness and problem-solve for immediate concerns. In the even-numbered month, the committee will meet in the fourth week of the month (on Mondays) at the office from 5:00 –6:30 to evaluate their effectiveness and problem solve more fully. That meeting will have an agenda provided by the Chair and approved/modified by the members.
6. Coordinate with Publicity Committee, sharing perspectives on congregation outreach, contact points and orientation.
7. Provide leadership to maintain the congregation as a “Welcoming Congregation” by supporting a Welcoming Committee and a series of activities and workshops to involve the congregation in these endeavors.
8. Support the Hospitality Committee to provide coffee, other beverages and finger food for the Fellowship hour after services.
9. Maintain an assessment of individuals/family ‘gifts and talents’ so as to help identify the interest and skills of our members. These will be completed this fall for continuing members, then additional names will be added as members join. An up-to-date resource book of these completed data forms will be maintained in the congregation’s Community’s Office.
10. Monitor and sustain a healthy, vibrant membership. Besides inviting and orienting new membership, the Committee will also carry out other functions to strengthen the existing membership, to outreach selectively to defined target areas, and to monitor the quality of our participation and commitment.