

Position Description

Membership Committee Member

Purpose of the Position:

To help all who enter the Fellowship, especially newcomers and new members, to feel welcome and help them get integrated into the community.

Responsibilities

Listed below are tasks that the Membership Committee does throughout the year. Each committee member chooses which areas they are most interested in.

- **Help with New Member Celebrations**

Three times a year we invite recent new members to attend a lunch after the services on a Sunday. We help with the set up, eat and interact with the new members and help clean up after the event is over. We also bring fruit to supplement delicious pancakes a Fellowship member makes.
- **Help with UU101 classes**

UU101 is an introduction to Unitarian Universalism and the Fellowship. We help prepare for the class by making coffee, bring a snack to share with the group or help provide lunch, participate in the class and clean up after. This class is offered 3 times a year.
- **Help welcome at services**

The objective of having designated Welcomers at each service is to reach out to welcome visitors and answer any questions that they might have. One committee member organizes the scheduling of members. We all support this member by helping send out thank you notes, being Welcomers and making phone calls when new Welcomers are needed.
- **Connect with new members on a regular basis**

Regular contact with new members helps them connect with the community. New members will be contacted by phone approximately 3 months, 6 months and one year after they joined. An outline for the conversation will be provided.
- **Weekly guest phone calls**

Church growth experts report that contact with guests within the first 48 hours of their visit is ideal. It is also well known that a phone call from a member of the congregation is far more effective than a phone call from staff. An outline for the conversation will be provided.
- **Miscellaneous other tasks including:**
 - displaying new member photos
 - writing anniversary cards to members
 - writing welcome cards to new members
 - attending quarterly meetings

Qualifications

All are welcome to be part of the committee. Especially helpful are new friends and members who can give fresh perspective on how the Fellowship is accomplishing our goal of being a welcoming community.

Amount of Time Required

Welcomers are asked to help at one service a month. The rest of the tasks vary and usually can be fit within busy schedules. Most of the work is done around services or in the evenings. Meetings are held quarterly and last for 1½ hours.

Length of Commitment

Our hope and expectation is that members will make a one year commitment which can be renewed indefinitely.

Training and Support Provided

The Membership Coordinator is available to meet individually as needed to learn about the committee and the areas of involvement they have chosen. Meetings also provide time for questions and feedback.

Responsible to

Membership Coordinator