

## Unitarian Universalist Congregation of South County

### UUCSC Membership Committee Chair Job Description

1. Prepare agenda for and conduct monthly Membership Committee Meeting.
2. Prepare schedule for Greeters and Ushers Quarterly. Email schedule to volunteers and the minister.
3. Record weekly church attendance on allotted document.
4. Write monthly entries for newsletter and weekly entries for the Order of Worship or Announcements, as needed.
5. Correspond monthly with liaison to BOD.
6. Serve as a member of the Program Council and carry out the responsibilities of that position.
7. Information and communication:
  - a. Collect welcome cards and deliver to the Office Administrator, who processes the cards and writes welcome letters. She then sends the information to the Membership Chair, who shares it with the Membership Committee.
  - b. Ensure that the directory registry forms are forwarded to the Office Administrator for inclusion in the UUCSC Directory.
  - c. Forward corrections in Congregational data to the Office Administrator.
8. Procure all supplies – brochures, copies of Our Chosen Faith, Visitor Packets, and nametag components. Maintain supply at UUCSC.
9. Plan with Minister and Committee for Path to Membership classes and new member Sunday service.
10. Send letters to prospective new members and coordinate statements for New Member Sunday.
11. Review the membership list and send letters to inactive members. Forward to the office administrator who then completes the annual membership certification report, which is sent to the UUA by February 1<sup>st</sup> each year.

**Revised September 2018**

### **Sundays**

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1. Each Sunday morning before the service, set out Membership materials found in plastic bin under table. This includes newsletters, Path to Membership sheets (blue), stick-on nametags and markers, Visitor Packets and the basket of Welcome cards. Assure that hymnals are placed correctly (every other seat) and each contains a yellow Welcome card.

2. After the end of service, put away said materials.
3. Maintain a sign-up sheet for nametags and make and distribute new nametags as needed.
4. Greet visitors and give out visitor packet, newsletter and ask to make nametag.
5. Pass out the Order of Worship
6. Take attendance each Sunday of adults and children separately (except for intergenerational services), and record on clipboard.
7. Collect the offering each Sunday. Present respectfully to the Minister at the end of the Offertory.
8. Talk to visitors and newcomers at coffee hour.

#### General duties

1. Attend church on Sundays and attend monthly committee meetings.
2. One member will take notes at monthly meeting, write up the minutes and forward to members of committee.
3. Maintain a notebook of individual's "Gifts and Interests," housed on the Membership shelf in the Administrative Office, for use in matching members with appropriate volunteer opportunities.
4. Attend Path to Membership classes, as able.