

## **Unitarian Universalist Peace Fellowship (UUPF), Raleigh, NC Membership Committee Guidelines**

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The UUPF Articles of Association (“the Articles”) define conditions of membership.

The Membership Committee shall consist of one chairperson and at least two additional members. The chairperson shall coordinate closely with the Secretary and the chairs of the Outreach and Sunday Services committees formally through the Coordinating Council and informally as needed. *Currently, Membership also acts as the Care Committee (described at the end of this document).*

### **I. MAKE RECOMMENDATIONS TO C.O.W.**

The Membership Committee refines the membership process defined in the Articles and communicates those refinements back to the congregation for review by the Committee of the Whole (C.O.W).

### **II. GREET ATTENDEES AT SUNDAY SERVICE**

A member of the Membership Committee will be present prior to the start of each Sunday Service to greet members and visitors as they arrive for the service and to answer any questions about the Fellowship or the service.

### **III. MAINTAIN GUEST BOOK**

A member of the Membership Committee will assume responsibility for insuring that the Guest Book is stocked with supplies and is present prior to and after each Sunday Service.

### **IV. CONTACT VISITORS**

A member of the Membership Committee will contact visitors either by phone or by email (as the visitor requests) to answer any questions about the Fellowship.

### **V. MAINTAIN MEMBERSHIP BOOK**

The Membership Committee works closely with the Secretary and Treasurer to:

- A. Review and Update membership list as defined in the Articles.
- B. Follow up with members who leave the Fellowship.

### **VI. ACQUAINT NEWCOMERS WITH MEMBERSHIP PRIVILEGES/RESPONSIBILITIES**

There are no legal obligations connected to membership. Members gain voting rights for the larger issues that are brought to a congregational vote, and accept the moral obligation to support the UU Peace Fellowship.

Like all Unitarian Universalist congregations, the UUPF is completely self-supporting. Members donate their time and money to keep us going. Financial contributions from the

members pay for rent and everything else. Contributions of members' time provide religious education, leadership, administrative help and much more.

## **VII. ACQUAINT NEWCOMERS WITH THE MEMBERSHIP PROCESS**

To facilitate integration into the church, new members shall be requested to commit to certain activities:

- Complete a New Member Information Sheet,
- Attend an orientation series conducted by the Membership Committee, and,
- Participate in an official welcoming ceremony at a worship service.
- Read the "Principles and Purposes of Unitarian Universalism."

New members shall be informed about opportunities for participation in church activities and for volunteering time to maintain church operations. The general financial condition of the church and the cost to the church of each membership will be explained clearly to new members.

- A. The Membership Committee meets either in person or by phone with people who express interest in membership and acquaints them with UUPF's membership process.
- B. The membership process includes:
  - Attend the three-session orientation class "*Getting to Know UU*" offered by the Membership Committee, receiving information about the church, learning about Unitarian Universalist principles and purposes, and discussion of responsibilities and benefits of membership. Even transferring members are encouraged to participate to share their 'journeys' and to get to know others and their experience.
  - Have an understanding of the Principles and Purposes of the Unitarian Universalist Association
  - Sign the Membership Book
  - Make a financial and/or time commitment to UUPF. A pledge form shall be provided during the membership process.
  - Attend a New Member Recognition Ceremony held at least twice a year.

## **VIII. FACILITATE MEMBER RECOGNITION SERVICE**

The Membership Committee will coordinate closely with the Sunday Services Committee to plan and deliver member recognition service(s) during the year.

## **CARE COMMITTEE**

### **I. RESPOND TO JOYS AND CONCERNS**

A member of the Membership Committee will record the joys and concerns voiced at Sunday services and follow up.