

## Membership Team Operating Guidelines

### Statement of Purpose from Organizational Structure (12-13-2013)

**The Membership Team, a Ministry Team, welcomes visitors to all church functions and assists them in making appropriate contacts that will help them to serve, give, learn and grow.**

### Responsibilities

- Greet visitors and help them feel welcome at all times.
- Provide invitations, introductions, and connections to all the opportunities to serve, give, learn, grow and enjoy fellowship at UUTC.
- Encourage and support those who choose to pursue a meaningful path to membership or friendship.
- Endeavor to retain Members and Friends. (Added by team 2016)
- Maintain records of all Members, Friends and UUTC attendees.

### Function Statement Supporting UUTC Mission (2016-2017)

The Membership Team will support individual spiritual journeys by greeting, welcoming, and supporting visitors; offering two membership classes annually, and assisting new members and friends to make connections and commitments.

### Team Membership

The Team consists of a Team Leader and the number of additional members determined by the team and the minister as necessary to carry out its mission. Team members may serve unlimited terms because of their special interest and/or expertise. Team members may be Members, Friends or unaffiliated.

### Team Leader

The Minister either appoints the Team Leader or directs the Team to choose a Leader. –According to UUTC Policy, Team Leaders must be a Member or Friend of UUTC. The Team Leader and Minister work together to recruit Team members. Team Leaders may serve no longer than 3 years in this role without a break in service of at least 2 years. **New UUTC policy: Team Leaders must rotate off for one year following three years of service. (2017)**

### Meetings

Meetings are open to all. Meeting times and dates may be set by Team agreement. Team or Team representative will participate in scheduled collective Team meetings.

## Collaboration

- With the Secretary of the Board, the Administrator, and the Minister on record-keeping.
- With the Minister, Loving Hearts and Helping Hands, and other teams on Member/Friend support.
- With the Minister and Worship Team on Sunday service protocols involving visitors.
- With the Aesthetics Team on welcoming spaces.
- With President of the Board and the Administrator on Visitor and New Member letters in the absence of a Minister.

## Tasks

The following tasks are divided among the team members and leader and re-examined at the beginning of each administrative year.

Manage documents & communications with Admin.	As needed
Review Instructions & Train Greeters	As needed
Supply & Maintain Welcome Table & Pamphlet Rack	As needed
Check <i>Transylvania Times</i> for UUs in the News	Weekly
Provide laminated name tags & monitor name tag boxes	Weekly
Coordinate Welcome Card production & process	Ongoing
Follow-up Calls/emails to Visitors	Weekly
Coordinate Prospective Member Classes	Spring and Fall
Provide Pledge & Volunteer Forms before or at Signings	Ongoing
Receive Volunteer Opportunity Forms & Distribute Results	As needed
Coordinate New Member Welcoming Ceremonies	Spring & Fall
Coordinate New Member Receptions	Spring & Fall
Gather & File Emergency Contact Information	Ongoing
Manage Photo Directory Production and Sales	Spring and Fall
First Sunday Inter-generational Event & Outreach to Visitors	Monthly
Outreach to Absent Members and Friends*	Ongoing
Team Budget Requests and Management (Submit by Due Date)	January?

Initially approved by the Board, these Operating Guidelines will be reviewed by the Team at the beginning of each administrative year and changes will be submitted to the Minister for approval.

The Team makes decisions by consensus, guided by the Seven Principles, the UUTC Mission Statement, and the UUTC By-Laws and Policy Manual.

\*In consultation with the Minister and Secretary of the Board, two documented attempts shall be made to contact a Member or Friend who has moved without notice or an absent Member/Friend regarding status before removal or change to Inactive.

Procedures for sale of UUTC Photo Directories and handling of donations from First Sunday events are available.

SMS 05/06/2017

