

## Membership Committee

### *Purpose:*

To attract and welcome visitors to First Parish and to help people become and remain active members of our Congregation.

### *Tasks:*

- Coordinate membership process including scheduling and promoting membership classes, assisting people to complete the membership process and submitting lists of qualified proposed members to Standing Committee for official votes. Make recommendations on improving the membership process to Standing Committee.
- Coordinate membership recognition events several times a year including New Member breakfast and recognition during the worship service.
- Recruit, train and coordinate Greeters and ensure the Newcomer Welcome Table is staffed on Sundays. Work closely with Deacons to create a welcoming experience for visitors on Sunday.
- Keep literature racks stacked and work with staff to update the Welcome Visitors and New Member brochures as needed.
- Promote welcoming hospitality among all members and friends (including wearing nametags) to encourage visitors to learn more about First Parish.
- Organize a system for following up with visitors and helping them to connect to activities.
- Coordinate potlucks and/or other events for newcomers to meet each other and build connections to the community.
- Coordinates and promotes the annual "Bring a Friend Sunday" event and/or other activities to encourage members and friends to invite people to attend church.
- Coordinate volunteers for social hour and conduct a monthly inventory of social hour supplies to ensure social hour is welcoming.
- Host and coordinate special social hours such as Homecoming Sunday and Thanksgiving Pumpkin Pie Social to build community.
- Update the Membership bulletin board to promote information on becoming members.
- Assist staff and the Standing Committee Clerk in maintaining a list of active members (via Powerchurch database). Complete an annual report to Standing Committee in January. Submit names to be voted on and off the membership rolls as appropriate.
- Work closely with Communications Team to ensure website, written materials and other public relations are welcoming to newcomers.