



Unitarian Universalists of Mount Airy

Purpose and Procedures for the Membership Committee



Members of the Membership Committee
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Purpose

The work of this committee is to manage the lists to correctly reflect the current members, friends, and visitors. The committee will also develop procedures for informing the Board of Trustees of any changes and for staff to enter data in the ICON database. Committee members will collect information from others as well as observing themselves to identify interested visitors, and after noting their levels of participation, inviting them to become Active Friends and eventually consider membership.

The Membership Committee reports to the Board of Trustees and the Minister and interacts with the former as well as with the Office Assistant and the Bookkeeper throughout the year. At least one member of the committee must be an administrator of the ICON Database and be totally familiar with its functions.

The Board has the role of approving both the addition of new members and the removal of folks who no longer wish to be (or cannot continue as) members.

Any database used in connection with church activities must be kept parallel and current with the ICON Database. ICON must be the kept as the master database.

Responsibilities of the Committee

UUA Certification:

The Committee will meet with the Minister twice a year (early November and early May) to confirm the numbers of members and friends. Following this, a member of the committee will meet with the Board of Trustees at the December meeting to inform them of these numbers so the Board can certify them with the UUA.

Family Members:

The committee will agree to write a letter to those family members we believe have reached the age of 23, those whom we have neither seen nor heard from, and have not donated a contribution of note within the last tax year. This letter will ask for a response as to their desire to be kept on the active roles. If they do not respond within the allotted timeframe, they may be archived.

Newsletter Only Individuals:

If a Friend or “Newsletter Only” person has not opened the email newsletter in 6 months, we can remove him/her/them from the subscription list which resides at the moment on Constant Contact’s database.

Visitors:

The committee may direct the Office Assistant to delete any visitors who have not attended church or church events in the past 6 months.

Responsibilities of the Minister

Membership:

Whenever a person signs the book to become a member, the Minister emails the signer's name and the date of signing to the Treasurer, the Office Administrator and the Membership Committee members.

UUA Certification:

The Minister will meet with the Membership Committee twice a year (early November and early May) to confirm the numbers of members and friends.

Connection Cards:

The Minister also responds to Connection Cards and gives information pertinent to database entry to the Office Assistant.

Responsibilities of the Board of Trustees

The Board informs the Membership Committee and the Office Assistant of any decisions to alter the status of church members.

Responsibilities of the Office Administrator

Maintenance of the ICON Database:

The Office Assistant is responsible for the entry into database of new members, friends and visitors. He/she is also responsible for entering any change of status of those individuals in the database – archiving those who have died or who have decided they no longer wish to be associated with Unitarian Universalists of Mount Airy (UUsMA), or identifying any individuals as inactive if he/she has made a monetary contribution within the last tax year.

The entries include in part:

Name(s)	Status (active/friend etc)	Date signed book (if active)
Address	Include or not in directory	Relationship to other family
Telephone & cell numbers	Email address(s)	Other information provided

Maintenance of E-newsletter Database:

The Office Administrator enters the names and email addresses of those visitors from Connection Cards who wish to receive weekly e-newsletters into the Constant Contact database. He/she deletes any that the Membership Committee determines have not opened newsletters in 6 months. Members and friends continue to receive weekly e-newsletters unless they unsubscribe.

The Office Assistant notifies the Membership Committee as to what changes have been made in all databases.

Responsibilities of the RE Coordinator

The RE Coordinator is responsible to provide family information (including birthdates of children) to the Office Administrator to be entered as family members in the database.

Responsibilities of the Bookkeeper

The bookkeeper enters into the database those individuals who are only contributors.