

UNITARIAN CHURCH OF EDMONTON **MEMBERSHIP COMMITTEE - ANNUAL REPORT 2016-2017**

Present Committee Members:

Kathy Stanley
Donna Hamar
Michelle Van Der Molen
Erica deNeve
Barbara Forbes
Sheila Parr

Members who resigned during the year:

Jolien Pauw
Dawn McLean
Michael Olds

The Committee meets on the 3rd Sunday of the month if there are sufficient agenda items

Regular Activities Include:

- Staffing Membership Desk on Sundays to welcome and assist visitors and to pass on information gathered to Church Administrator
- Ensuring there are sufficient information packages
- Maintaining pamphlet displays
- Give guided tours of church building as called upon
- Assist prospective members with the application process
- Assist Minister with the New UU and provide lunch for participants
- Organizing the Spring New Member Service
- Organize Soup Sundays, generally in conjunction with the Social Justice and/or Religious Education Committees
- Order pamphlets, as needed
- Liaise with Church Administrator
- Liaise with Canvas Chair regarding Church Directory

This Year we also:

- Revised the Terms of Reference for our committee as suggested by the Strategic Planning Committee (attached)
- Revised the Membership Application Form (attached)
- Participated in the Volunteer Fair (and gained 1 new committee member and one new church member).
- Invited the Greeter/Usher Co-ordinator to join our Committee
- Began the process of reaching out to the wider community, e.g., advertising in local community leagues, and inserts in free papers, etc.
- Prepared and submitted a budget

A huge thank you to the members of the congregation who assist our committee when called upon.

UCE Membership Count as of April 1, 2017: 176

Respectfully submitted,
Sheila Parr, on behalf of Membership Committee

Membership Committee Terms of Reference

Type of Committee: Standing

Purpose: To engage the membership of UCE by providing information, activities and events that serve to recruit new members and retain current membership.

Responsibilities:

1. Maintain the membership desk or similar centre in the foyer.
2. Encourage interested individuals to complete membership applications.
3. Facilitate the recruitment of membership desk, greeter and usher volunteers for Sunday services between September and the end of June.
4. Train volunteers for the membership desk, greeter and usher positions to ensure a consistently welcoming environment at UCE
5. Collaborate with the minister to offer at least two new member orientation sessions per year
6. Collaborate with other committees, the board and individuals in developing, planning and implementing activities that encourage members and friends of the congregation to be in contact with each other
7. Collaborate with other committees, the board and individuals in planning and implementing activities that encourage/invite the participation of the wider Edmonton community
8. Collaborate with other committees and the board in promoting volunteerism and diversity among the UCE membership
9. Collaborate in making sure that members are informed on the benefits and responsibilities of membership
10. In coordination with the canvass chair and church administrator, maintain an up-to-date membership list and review it at least annually
11. Inform the board secretary of any deletions or additions to the membership list.
12. Work with the Strategic Planning and Ministerial Relations committee to develop an annual congregation survey
13. Review its Terms of Reference annually and provide a report, including any recommendations, to the board

Submitted for Board November 16, 2016

electronically only

by post

For office use only:

Date Completed:

_____	photocopy to Board secretary
_____	photocopy to Minister
_____	photocopy to Membership chair
_____	photocopy to Canvass chair
_____	accepted by Board
_____	entered in church register
_____	minister's visit or letter of welcome
_____	entered in computer database
_____	entered in address files (office, minister, DRE)
_____	filed in membership file