

# Membership Team Charter 2018-19

## Section A: Name

1. What is the name of your group?
  - Membership Team

## Section B: Purpose

1. What is the purpose of your group?

- To Welcome Visitors on Sunday morning
- To follow up with contact to visitors
- To assist with the East Shore and You class
- To help new members become integrated with the congregation

2. How is your work related to one or more of our Unitarian Universalist Seven Principles? They are listed in the Overview Section above.

- We welcome ALL visitors no matter who they are. We work to teach any visitors about the seven principles and how they can learn more through engagement with our community.

3. How does your group connect with East Shore's Mission and Vision? Please see the Mission listed in the Overview Section above. The full Vision based on the Mission can be found at [www.esuc.org](http://www.esuc.org) under Governance and Bylaws.

- Our team is especially involved in Building Community by increasing membership and in Practicing Love, and acceptance of all who come to investigate East Shore by being sensitive to diversity of visitors and showing concern for their needs.

4. In order to intentionally live our mission in our daily team work, a set of Right Relations guidelines is recommended for all Committees and Teams. Do you have an agreed upon set of guidelines? Please indicate a plan to develop one this church year. Right Relations is willing to assist if needed.

- We intend to create one based on the one the congregation approved in June 2018.

5. What relationship does your group have, if any, to the 2018/19 Ends? Ends are East Shore's goals.

- Grow and enrich membership by welcoming visitors and providing a pathway to membership.

6. What are your group's specific goals for the next year? What impact do you expect from your efforts? If an activity is listed, what result do you expect from it? How will you evaluate the impact of your efforts?

- Greet every visitor and give options for future contact and nametags
- Run 3-4 East Shore and You Membership Classes
- Contact every visitor that fills out a form within one week
- Help visitors and new members make connections with other members and teams by putting them in touch with the proper people/team
- Assist the Membership Development Manager in increasing our membership numbers by converting 15-20% of visitors to members.
- The impact of our actions will be to keep East Shore growing and thriving. We will evaluate our methods as the year progresses and add/delete activities if we are not successful in our goal of getting 15-20% of visitors to join.

### **Section C: Group Structure, Leadership & Decision-Making**

1. Where does your group fit into East Shore's organizational structure – as a Board Committee, Ministry Team or Core Team?

- Core Team reporting to and working with Membership Development Manager

2. What are the minimum and maximum number of participants? To ensure community representation, no fewer than five members is recommended. If you have fewer than five members, please explain. Who are your current team members?

- Current Members: Janis Pock (chair), Karen Dawson, Merrillann Hutchinson, Evelyn Smith
- We have had two members drop off our team, one due to desire to become more involved in a different project at the church and the other due to family illness. We continue to seek to replace these two members.

3. What are the leadership roles and responsibilities within your group?

- One team chair who prepares agendas, minutes, interfaces with other committees and teams as appropriate, co-ordinates with Membership Development Manager

4. How are leaders determined, and what are their term limits? Committees, please explain any differences from the term limits recommended in the Overview Section above.

- Recruitment from within the current team.
- Term limit for the chair is three years.

5. What, if any, are the term limits for your members? Committees please explain any differences from the term limits recommended in the Overview Section above.

- 8-year maximum, ideally Team Members would stagger to ease transition

6. How are decisions made in your group (consensus, majority vote, officers, super majority percent)? What quorum is needed? Is email vote allowed?

- Decisions are made by majority vote at meetings. The Minister will act as a tie breaker if needed.

7. How are records kept and passed on for your group? If you are a Board Committee, what one person on your team will send the meeting minutes to the Chair of the Archives Team?

- Minutes are sent to Membership Development Manager and the Chair keeps a notebook of Agenda's, Minutes and any other documents developed by team.

8. How are members recruited and oriented to your team?

- Members are generally suggested by other members. New Team members are shadowed by experienced members when they take a first turn at the Visitor table on a Sunday morning.

9. What, if any, qualifications are required for membership or leadership?

- Must be a member of the church with an interest in increasing membership and welcoming visitor.

10. How does your group communicate and collaborate with the larger East Shore community?

- By having a member of the team at the visitor table each Sunday
- By reaching out to all visitors/new members who fill out a form providing contact information
- By interfacing with other Core committees such as MET, Outreach
- By attending any special meetings to which leadership is invited.

11. What one person on your team is authorized to approve communications publicized by Staff? Who is the designated back up person?

- The chair and Membership Development Manager

12. What types of decisions is your group authorized to make?

- How to connect with visitors, including staffing the table, what should be on the table, and what information is requested on the form.
- The follow-up process for visitor forms
- In conjunction with the Membership Development Manager and the Minister, we have input into what and how the East Shore and You class covers and how it is run

13. What kinds of recommendations, if any, does your group make and to whom (Board, Minister, Staff, congregation)?

- How to improve the East Shore and You class sent to SLT
- Policies concerning how to become a member to the Policy & Governance Committee
- How we can improve the perception of being welcoming to SLT

14. Does your group plan to sponsor any outside groups to use the church facilities? If so, please see Board Policy 1.16a and the Staff Procedures for Sponsorship of outside groups.

- Not at this time

15. What is the expectation for longevity of the group and the plan, if any, for disbanding the group?

- N/A

#### **Section D: Finances**

1. Will your group present a budget proposal to the Budget Team next year?

- Yes

2. If the Operating Fund is unable to grant the full amount of your budget request, will the group reduce its expenses or do its own fundraising?

- Reduce expenses by limiting activities

3. If your group plans to do fundraising, please describe how it will go about this. If you plan to solicit donations, use the following wording: "Your donation goes to East Shore's operating funds which supports (name of your team) and other programs."

- N/A

4. What kind of decision process exists for how money is used?

- Discussions at meetings, via email etc. Consensus

5. Which one person on your team is authorized to approve team expenses? Who is the designated back up person?

- Chair and Membership Development Manager

6. Does your group have the need for a Prudent Reserve (funds set aside to hedge against a contractual liability)? If so, how much and what for?

- No