

Membership Committee

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MEMBERSHIP COMMITTEE PURPOSE & RESPONSIBILITIES

Revised by Session: 2/21/10

Purpose

To lead the congregation in introducing people to Christ, our church, and its beliefs and ministry and in providing welcome and hospitality to newcomers.

Responsibilities

1. Exercise the session's responsibility for the care of members and increase of membership numbers as described in the Book of Order.
2. In cooperation with the pastors, plan and implement an active program for the recruitment, training, and assimilation of new members into the fellowship and programs of the church, including but not limited to:
 - Yearly Marketing/Outreach Plan: incorporates website, social media, advertising,
 - signage and printed materials.
 - Bread delivery coordination
 - New member classes
 - New member luncheon/dinner
 - Tracking visitors
3. As frequently as advisable, to plan and conduct, in cooperation with other appropriate committees, such events which are designed to enrich the spirit of fellowship, strengthen the community in the congregation and draw in others from the community who might be seeking a church home, including, but not limited to:
 - Spring Festival
 - Chili cook-off
 - Outreach tables at events: Christmas program, Easter egg hunt, etc.
4. Upon request, provide input to the Personnel Committee concerning the work of the pastors and staff, in order to facilitate the annual evaluation of pastors and staff.

YEAR-LONG DUTIES

1. Coordinate log of visitors and track communication with them as we seek to move them to members.
2. Assist with New Member classes as directed by the pastors. This can mean speaking at classes, providing food for classes, assisting with the preparation of meals or other duties as requested.
3. Manage team of members who deliver bread to visitors. Keep yearly schedule of volunteers and assigned dates.
4. Coordinate either the making and packaging of bread or the donation of bread for use with visitors.
5. Oversee the creation of visitor's bags to be given to visitors as they enter the sanctuary.
6. Oversee the design and order of marketing materials - refrigerator magnets, car magnets, pens, etc.
7. Oversee the placement of advertisements in local media outlets: News and Record, Piedmont Parent, etc.
8. Work at placing articles and photos about GPPC in the News and Record as requested by the pastors.

MONTHLY AGENDA ITEMS

JANUARY

Appoint a vice-chair and secretary.
Acquaint committee with its Purpose and Responsibilities.
Acquaint committee with General Guidelines for All Standing Committees.
Acquaint committee with Responsibilities of Chairpersons and Committee Members.
Review budget for the year.
Review the committee's Annual Report of the previous year.
Review committee procedures and evaluate for improvements.
Review Annual Church Calendar.

FEBRUARY

Host the Chili Contest as a way of opening GPPC up to the wider community: market event, set-up, coordinating judging and awards, clean up.
Continue plans for any Easter ads and promotion.
Discuss new member prospects and when to receive them.
Plan and/or evaluate any new member class.
Brainstorm, plan, and implement promotional/outreach ideas.

MARCH

Host New Member luncheon or dinner to help new members (who joined in the last year) connect with the congregation. Encourage session members to attend.
Finalize any Easter ads and promotion.
Discuss new member prospects and when to receive them.
Plan and/or evaluate any new member class.
Evaluate web site.
Brainstorm, plan, and implement promotional/outreach ideas.

APRIL

Host information table at the Easter Egg Hunt.
Evaluate welcome and accessibility to worship as well as in and outside signs.
Discuss new member prospects and when to receive them.
Evaluate Evangelism brochures.
Brainstorm, plan, and implement promotional/outreach ideas.

MAY

Host GPPC's Spring Festival. Purpose of event is to celebrate Greensboro's rich community through art, music, and food and to open up the doors of GPPC to the wider community.

Evaluate any Easter ads and promotion.

Discuss new member prospects and when to receive them.

Plan and/or evaluate any new member class.

Brainstorm, plan, and implement promotional/outreach ideas.

JUNE

Supervise the design and creation of a float for the 4th of July parade.

Discuss new member prospects and when to receive them.

Plan and/or evaluate any new member class.

Review committee responsibilities and evaluate effectiveness in fulfilling them.

Brainstorm, plan, and implement promotional/outreach ideas.

AUGUST

Begin discussing next year's budget proposal.

Discuss new member prospects and when to receive them.

Plan and/or evaluate any new member class.

Brainstorm, plan, and implement promotional/outreach ideas.

SEPTEMBER

Finalize and submit next year's budget proposal.

Begin plans for the recruiting stewardship talents for the committee. (last year's eval.).

Discuss new member prospects and when to receive them.

Plan and/or evaluate any new member class.

Brainstorm, plan, and implement promotional/outreach ideas.

OCTOBER

Continue plans for the recruiting stewardship talents for the committee.

Begin plans for any Advent/Christmas ads and promotion (see previous evaluation).

Discuss new member prospects and when to receive them.

Plan and/or evaluate any new member class.

Brainstorm, plan, and implement promotional/outreach ideas.

NOVEMBER

Finalize plans for the recruiting stewardship talents for the committee.

Finalize any Advent/Christmas ads and promotion.

Discuss new member prospects and when to receive them.

Plan and/or evaluate any new member class.

Brainstorm, plan, and implement promotional/outreach ideas.

Begin Annual Report (refer to last year's report).

DECEMBER

Evaluate the recruiting stewardship talents for the committee.

Finalize and submit Annual Report.

Discuss new member prospects and when to receive them.

Plan and/or evaluate any new member class.

Review minutes from past year to identify any items not acted upon.
Brainstorm, plan, and implement promotional/outreach ideas.

Bread Delivery

To those who minister by presenting bread to visitors:

The Membership committee of Guilford Park Presbyterian Church has as one of its ministries the presenting of bread to our first time visitors. We thank you for your willingness to serve in this important mission and for delivering the bread on two Sundays during the coming year.

The schedule for 201_ delivery is enclosed, as well as a list of phone numbers of persons who are on the delivery team for this year. If you find that you are unable to serve on the day you are assigned, please use this list to find someone with whom to exchange dates. It will also be helpful if you will notify the Church Administrator in the office, or me, if there is time to make the change for the Guidepost, which serves as our reminder for serving.

The following is the information regarding bread delivery for first-time visitors:

On the day a person is assigned to deliver bread...

1. Following the 11:00 worship service go to the Church Administrator's desk and go over the visitor sheets, which the ushers will bring there.
2. Get the black card visitor's file the Church Administrator's file cabinet.
3. Check the morning attendance sheets to see if there are any visitors.
4. Look in the card file to see if the visitor has been to GPPC before – they will have a card on file.
5. If they are a returning visitor, add the date for that day.
6. If no card is in the file, you make one for them with the following information: name, address, phone number and put the date on the right side of card.
7. If there is an address given on this day for first time visitors, plan to purchase and take bread to the visitor and write, "Bread delivered". (If for some reason the bread is not delivered as planned, Monday morning e-mail or call the Church Administrator and ask her to remove the "bread delivered" notation and/or add "bread not delivered".
8. If, when you pull the visitors card from the file and the person previously had not listed an address, but has provided it this time, put the address on the card, write "bread delivered" and the date on the card. Get and deliver bread to this visitor. Again, let the Church Administrator know on Monday if it was not delivered.
9. There is a mailbox area for Session committees in the church office. In the Membership Box there are Guilford Park self-adhesive labels to be placed on the bread to be delivered. Please print your name and telephone number on the label and attach it to the bread.

10. When delivering the bread, greet the person at the door, but do not go into the house for a visit. Just identify yourself and thank them for visiting and present them with the bread, inviting them to return to GPPC again. If no one is home, simply leave the bread and make a follow up call.

Over the years many of us who have delivered bread to visitors have felt pleased when someone we visited becomes a new member of our church family.

Loaves of bread can be found in the freezer (located in the storage closet found just before entering the Fellowship Hall). The freezer contains bread for delivery, usually loaves that look hand-made, as well as sliced bread that is used for IRC lunches. Please leave the sliced bread in the freezer.

If you have any feedback to offer the Membership Committee, there are forms in the committee mailbox, which can be completed.

Thanks again for your faithfulness in serving in this important mission at Guilford Park.

Most sincerely,

George Setzer

Bread Delivery Feedback

Your Name: _____

Please indicate to whom bread was delivered

Visitor Name: _____

Address: _____

City: _____ Zip _____ Phone: _____

Check additional information below:

Bread Delivered

Bread Left at Door

Additional comments about conversation with visitor:

Bread Delivery Feedback

Your Name: _____

Please indicate to whom bread was delivered

Visitor Name: _____

Address: _____

City: _____ Zip _____ Phone: _____

Check additional information below:

Bread Delivered

Bread Left at Door

Additional comments about conversation with visitor:

LETTER TO FIRST TIME WORSHIPPERS

Thank you for worshiping with us on Sunday. It was an honor to have you here, and I trust that you received a warm welcome.

I think you'll find Guilford Park Presbyterian Church to be a wonderful community of faith. We celebrate God's unconditional love revealed in Jesus Christ, and we value inclusivity, diverse opinions and worship styles, mission, social justice and peacemaking, and just plain having fun together. The congregation is large enough to have programs for all ages and many different interests, yet small enough that folks quickly learn your name and make you feel at home. There's room for you here!

We hope to see you again soon. If you have any questions about the church, or you think you might be interested in membership, please contact me by phone (336) 288-5452 or by email to: jpaschal@guilfordpark.org. or scan our website <http://www.guilfordpark.org/>.

Welcome to Guilford Park Presbyterian Church!

Peace be with you,

Jeff Paschal

New Member Information Form

(please print)

Name: _____

Street Address: _____

City: _____ Zip: _____ E-mail: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Church Transferring from (if applicable): _____

Church Address: _____

Date of Marriage (if applicable): _____ Location: _____

Please list everyone (including yourself!) in your immediate family and give their full names:

first name	name goes by	middle name	last name	birth date	bapt. date	baptism location	yr. in school

Is anyone an ordained Elder or Deacon? If so, please list name, office, and the date of ordination.

The following information will help with the writing of an article for the Guidepost which helps others in the church get to know you (please use other side or use an attachment).

Where did you grow up? Did you attend church and where? Give a short synopsis of your childhood to the degree that you feel comfortable:

Did you attend church as an early adult? Where? If not, when did you start to attend again and what motivated you? Did you attend college? Do you have any degrees? When did you marry and where (if applicable)? Is there a funny story on how you got together? Give a short synopsis on your early adulthood.

Tell a little about your children, if you have any, or even your grandchildren:

If you recently moved here, what brought you? What are you doing now? Where do you work? What do you do for fun? Do you have any hobbies?

Why did you decide that this church family was the one you wanted to join?

NEW MEMBER'S WELCOME PACKET

Presbyterian Beliefs (about being a Presbyterian)

Annual Report from previous year

GPPC New Member Brochure

New Member Form

Pledge card & letter

Time and Talents Survey

Pictorial Directory and addresses

Revised 1/4/17

New Member Welcome Bag (Presented at Time of Joining)

GPPC Car Magnet
GPPC Cookbook
Coupons for Fellowship Meal

RESPONSIBILITIES AND COMMITMENTS OF A SPONSOR

As a sponsor it is important to stay in close contact with the new member(s) for the first year. The sponsor and the congregation need to show we care and to make the newcomers feel welcome.

Stay in contact with new members on a monthly basis. If you don't have that opportunity at worship, make a friendly phone call to see how they're doing and to ask if they have any questions you might answer for them.

Invite them to special events at the church, e.g. the Pig Picking, Wednesdays Together, Dinners of 8, etc. Definitely inform them of these events; invite them to meet you there. Even if you will not be attending, encourage their participation, for these are great opportunities for getting to know one another.

Encourage them to become involved in Christian Education – Sunday School (invite them to the class you generally attend), Bible School, Disciple classes.

If the new member is female, ask if she's interested in joining a circle. If you belong to one, invite her to yours. If that schedule doesn't meet her needs, help her find one that works for her. It's an added help if you can arrange for a circle member to be in touch and introduce her to the group.

If the new members have children, let them know of the variety of activities available and when they meet: choirs, Sunday School, youth groups, Bible School.

If you notice they haven't been around for a couple of weeks, give them a call and let them know you've missed them. If there are circumstances of which the pastors should be made aware, ask if you can share their challenges with pastoral staff.

The most important thing is that during their first year they find ways in which to become part of the life of our church and a member of the Guilford Park family. Your close contact and friendliness is essential to their transition.

**THANK YOU FOR BEING A SPECIAL FRIEND TO THESE NEW MEMBERS OF
GUILFORD PARK PRESBYTERIAN CHURCH**

Dear New Member Sponsor:

On behalf of the Membership Committee at Guilford Park Presbyterian Church, I want to thank you for your willingness to serve as a Sponsor for a New Member. We feel the Sponsor plays a significant role in helping the New Member assimilate into the life of the Church. To start the assimilation process we need to gather some biographical information on the New Member to be published in the Guidepost along with a photo. The Membership Committee will arrange to obtain the photo, but we need your help with the bio. Therefore, please contact the New Member within the next couple of days and secure whatever info is appropriate (see suggested list below). This should give you an opportunity to get to know the New Member yourself and will provide us with the necessary information. The hope of the Membership Committee is that this personal contact and resulting information will help our Members make connections with our new folks.

After you've had your "interview" please get the information you secure to me via e-mail with the data within approximately one week of receiving this letter. We want this Guidepost insert to reach the membership promptly, so that we can all minister to make our newest Members feel at home and welcomed into our Church family. Thanks for you help in this ministry. It can make a real difference in the life of Guilford Park Presbyterian Church.

Guilford Park Presbyterian Church Web Site Policy

2006

RATIONALE

Changes in technology are such that a strong and vital web presence is essential to promoting Guilford Park Presbyterian Church and its ministry. Those in the Greensboro community and those traveling to or through Greensboro as well as potential new residents may utilize the web to find a new church home or place to worship. An up-to-date web site would allow Guilford Park Presbyterian Church to reach these populations.

POLICY

The Guilford Park Presbyterian Church web site shall serve as an evangelism tool as well as a means of communication with the Greensboro community and members and friends of the congregation. The web site shall provide information about Guilford Park Presbyterian Church and its programs, ministries, and staff. Other information such as community links, special programs, and links to the Presbyterian Church (USA) site are encouraged. Ordinarily, the site will not have links to issue-related websites in or outside the Presbyterian Church (USA).

RECOMMENDATIONS

In order to better serve the Greensboro community and members and friends of the congregation, the following recommendations as to the Guilford Park Presbyterian Church web site are suggested:

1. Provide a welcoming, visually appealing site with information about the life of the church and the congregation.
2. Provide a welcome to the church by the pastor.
3. Provide the vision and mission statements along with the Ministry Goals.
4. Provide staff photos and biographical information.
5. Develop an annual calendar of church activities with contact information if available.
6. Develop a photo gallery of church activities (no names for safety reasons).
7. Provide committee information as well as for groups in the church (i.e. choirs, PW, Mom's).
8. Provide a list of church leadership/session members.
9. Provide historical information about the church.
10. Develop a link to the Guidepost and bulletins to allow online access.
11. Provide more information about church school, worship services, etc. (we need to list).
12. Develop a tour of the facilities through photos.
13. Provide a map to the location.
14. Provide links to the PC(U.S.A.) site as well as Salem Presbytery and Synod of the Mid-Atlantic.

15. Provide a mission activities page (i.e. mission trips, GUM, Habitat etc.).
16. Provide sound bytes of organ music playing.
17. Provide new member's corner.
18. Provide an "Ask it" basket for questions on Presbyterianism.
19. Provide "links of local interest" such as:

- Habitat for Humanity
- Greensboro Urban Ministries
- City of Greensboro site
- Guilford County Visitors Bureau

RESPONSIBLE COMMITTEES AND PERSONNEL

New Members' Committee

Session

Staff

WEB SITE COORDINATOR

Purpose

To provide development, coordination, and oversight of the church web site for the committee so that the church, its vision, mission, and activities can be well promoted on the Internet.

Accountability

Accountable to the Membership Committee.

Relationships

Working with the committee, pastor/s, staff, and leaders.

Responsibilities

1. Assist the committee with evaluation.
2. Assist the committee with training the next coordinator.

Needed Talents Skills, and Knowledge

Internet; web pages

Benefits

The joy of serving God through the mission and ministry of your church.

Evaluation

The activity will be evaluated at least annually by the committee.

Approved by Membership Committee: