

Membership Committee

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MEMBERSHIP COMMITTEE PURPOSE & RESPONSIBILITIES

Revised by Session: 6/25/23

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

Exercise the session's responsibility for the care of members and increase membership numbers as described in the Book of Order.

In cooperation with the pastor(s), 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 and communicating with visitors

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:

- Caroling in the Park
- Outreach tables/pamphlets at events: Christmas program, Easter egg hunt, etc.
- Summer lunches on the Lawn

Upon request, provide input to the Personnel Committee concerning the work of the pastors and staff, 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 Pastor. This can mean speaking at
3. classes, providing food for classes, assisting with the preparation of meals or other duties as requested.
4. Manage team of members who deliver bread to visitors. Keep yearly schedule of volunteers and assigned dates.
5. Oversee the design and order of marketing materials - refrigerator magnets, car magnets, pens, etc.
6. Oversee with advice and consent of the Pastor, the placement of advertisements in local media outlets: News and Record, Piedmont Parent, Facebook, etc.
7. Work at placing articles and photos about GPPC in the News and Record as requested by the Pastor.

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 update as needed.
- Review Annual Church Calendar to schedule membership-sponsored events

FEBRUARY

- Discuss 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

- Discuss New Member luncheon or dinner to help new members (who joined in the last year) connect with the congregation.
- Compose spring activities, print cards
- Finalize any Easter ads and promotion.
- Coordinate promotion of Vacation Bible School with Director of Christian Education
- Evaluate website.
- Discuss new member prospects and when to receive them.
- Plan and/or evaluate any new member class.
- Brainstorm, plan, and implement promotional/outreach ideas.

APRIL

- Host information table/ provide pamphlet of church Spring activities 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.
- Brainstorm, plan, and implement promotional/outreach ideas.

MAY

- Discuss and plan for any summer activities raising visibility of GPPC in the neighborhood and community.
- 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

In conjunction with DCE, supervise the design and creation of a “float” for the 4th of July parade.
Review committee responsibilities and evaluate effectiveness in fulfilling them.
Discuss new member prospects and when to receive them.
Plan and/or evaluate any new member class.
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 new members for the committee.
Set date for Caroling in the Park.
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 new members for the committee.
Begin plans for 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.

NOVEMBER

Finalize plans for the recruiting new members for the committee.
Finalize any Advent/Christmas ads and promotion.
Begin Annual Report.
Discuss new member prospects and when to receive them.
Plan and/or evaluate any new member class.
Brainstorm, plan, and implement promotional/outreach ideas.

DECEMBER

Evaluate the recruiting of new members for the committee.
Finalize and submit Annual Report.
Review minutes from past year to identify any items not acted upon.
Discuss new member prospects and when to receive them.
Plan and/or evaluate any new member class.
Brainstorm, plan, and implement promotional/outreach ideas.

Bread Delivery

To those who minister by presenting bread to first-time visitors:

The Membership committee of Guilford Park Presbyterian Church (GPPC) has as one of its ministries presenting 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 [insert year] 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 notify the Church Administrator in the office, or me.

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

1. Following the 10:00 worship service go to the Church Administrator's desk and check the visitor attendance sheets, which the ushers will bring in, to see if we have any visitors.
2. Check the black visitors card box, located on the file cabinet. If a visitor has been to GPPC before, they should have a card. If they are a returning visitor, add the date.
3. If no card is in the file, please make one for them with the following information (if available): name, address, phone number and put the date of the visit on the right side of card. This identifies a first-time visitor.
4. If there is an address given for first-time visitors, purchase a loaf of bread at the bakery of your choice. Bread can be delivered any day of the week following the first visit that is convenient. Once the loaf is delivered to the home, let the Church Administrator know so that "Bread Delivered" can be added to the card.
5. 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.
6. 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. If no one is home, simply leave the bread and make a follow up call to the home.

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.

If you have any feedback to offer the Membership Committee, I included forms with this letter.

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

Most sincerely,

Susan Brown

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:

COVENANT OF MEMBERSHIP FORM
Guilford Park Presbyterian Church

Full Name _____ Name you prefer to be called _____
 Address _____
 E-mail address _____
 Home Phone _____ Cell Phone _____
 Date of Birth _____ Place of Birth _____
 _____ Single _____ Widowed _____ Married _____ Spouse's name _____

Children at Home

Name/Current Grade	Birth Date	Baptism (Yes/No)	School Attending
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I wish to become a member of this Church by:

- _____ Baptism and Profession of Faith
- _____ Profession of Faith
- _____ Reaffirmation of Faith
- _____ Transfer from another congregation

Name and location of the church
 from which you are transferring _____

_____ Affiliate Member

Signed _____

Date _____

(OVER)

GUILFORD PARK PRESBYTERIAN CHURCH

2100 Fernwood Drive | Greensboro, NC 27408 | 336.288.5452
 www.guilfordpark.org | guilfordpark.wordpress.com | Find us on Facebook

WELCOME TO GUILFORD PARK PRESBYTERIAN CHURCH

Please answer the questions below. Your responses will help the church get to know you.

How long have you lived in Greensboro and what brought you here? Where else have you lived?

Where did you grow up?

What has been your religious background?

What do you do? (work/retired)

Tell us a little about your family.

What activities do you enjoy in your free time?

What attracted you to GPPC?

What programs and activities did you enjoy in your former church?

What are your special interests and abilities?

Are you a previously ordained Elder? _____ Date of Place of Ordination _____

We welcome you to your new church Family!

NEW MEMBER'S WELCOME PACKET

1. Presbyterian Beliefs (about being a Presbyterian)
2. Annual Report from previous year
3. GPPC New Member Brochure New Member Form
4. Pledge card & letter Time and Talents Survey
5. Directions for placing the Church Directory App on a smartphone

Revised 6/28/23

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 each month. 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. 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: children's choir, Sunday School, youth groups, Vacation 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 are essential to their transition.

NEW MEMBER SPONSOR LETTER

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 may need your help with the biography if this has not been done. Check with the Chairman of Membership. If the information has not been collected please contact the New Member(s) within one to two weeks and secure whatever information is appropriate (see new information form). 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 members.

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 your help in this ministry. It can make a real difference in the life of Guilford Park Presbyterian Church.

Sincerely yours,

Guilford Park Presbyterian Church Website Policy

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
 20. Greensboro Urban Ministries
 21. City of Greensboro site
 22. Guilford County Visitors Bureau
- Last updated: 6/28/2023

RESPONSIBLE COMMITTEES AND PERSONNEL

New Members' Committee
Pastor and church staff as appropriate

WEBSITE 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.