

## *Faith United Methodist Church*

### **MEMBERSHIP COMMITTEE** *(6 total members)*

Purpose: The *Membership Committee* is the first point of contact for members and prospective members upon joining Faith United Methodist Church. Committee members will assist in maintaining accurate membership records so that the congregation can help its members grow as Christian disciples.

Responsibilities: *(to include but not be limited to the following)*

- Update the membership roster as new members join, members transfer, and cease affiliation with the local church.
- Work with pastor(s) to contact inactive members and initiate removal of names from church roster through appropriate process.
- Take pictures of new members when they join. Place pictures on a bulletin board when/where appropriate.
- Keep records of baptisms and deceased.
- Assist pastor(s) with preparing Charge Conference Report.
- Assist pastor(s) with coordinating New Members/Confirmation Classes as needed.
- Order name tags for new and existing members.
- Assist pastor(s) in preparing/distributing Membership Directories as needed.