

New Member Joining Process

Before Signing:

Meet the Minister meeting with Rev. Frank

Set a time for the member to sign the book with Rev. Frank

Sign the Book:

Materials

Membership Book

Chalice Pin

Membership packet with Vanco form, name tag form, pledge form

People Present:

Membership Team Representatives

Minister

Family and Friends

Photographer

Signing Process:

Explain the Bond of Union and the Membership Book

New members sign the book

Present pin and membership packet

Take pictures

Handshakes & greetings

Post Signing:

Introduce the new member to the congregation by Rev. Frank

Announce at coffee hour (if new member wishes) by Membership Team

Pictures in the foyer and common room

Invite to be a chalice lighter by Worship Team

Interview for article in the Flame

Update Church Records by Office Staff:

Power Church

Data

Picture

Email Addresses

Follow up on pledge and record on Powerchurch

Welcome letter to new member:

Letters (Rev. Frank and Church President)

Invite to a new member party (Membership Team)

Email announcement to staff, board, and team leaders by office staff

Assimilation of New Members:

Invitation to a New Member Party by Membership Team

Office e-mailing announcement to staff, board, and team leaders

Refinements:

Membership Team is revising an intent to join form or a pre-joining form, a brochure describing the path to membership, and will be working further on ways to assimilate new members into the community in more organized ways.

We also need to refine who contacts who for the Meet the Minister meeting and the date and time for the Membership Book Signing.