



F I R S T UNITARIAN UNIVERSALIST SOCIETY OF SYRACUSE

109 Waring Road • Syracuse, New York 13224-2294 • (315) 446-5940

Policy #: 007

Policy Name: New Member Orientation and Inclusion Policy

Purpose: To facilitate the welcoming and inclusion of new members into the First Unitarian Universalist Society of Syracuse (First UU) and to implement Article III-Membership of the Constitution, paragraphs 1A and 1B.

Original Date: 3/24/1999

Revision Dates: 6/13/2018

Written By: Randy Kalish 3/24/1999
Valoree Suttmore, Jennifer Hamlin-Navias 3/18/2018

Reviewed By: Randy Kalish 4/22/2018

Approved By: 2017-2018 FUUSS Board of Trustees 6/13/2018

A. General

1. First UU shall provide for visitors on a path to membership in the Society, a program of several steps to invite, welcome, orient, join, and include these persons into the Society.
2. The Membership Committee, under the Community Care and Growth Ministry, is responsible for implementation of this policy in consultation with the First UU Minister and the Board of Trustees (BOT).

B. Procedure

1. The Membership Committee shall:
 - Plan and oversee the implementation of a membership, education and retention process. The design and implementation of this process will conform to the First UU Constitution and will be in collaboration with the Minister of the Society.
 - Be directly responsible for welcoming visitors and newcomers and acquainting them with the principles and purposes of the Unitarian Universalist Association and with First UU in particular.
 - Track newcomers through the first six months of attendance to determine interest in becoming active in the Society.
 - Provide interested newcomers with specific information about opportunities for participation in the life of the Society, expectations of membership, the First UU Congregational Covenant, congregational policies & procedures and the First UU Operations Manual.
 - Assist the Minister in planning periodic ceremonies and social events to recognize new members and introduce them to the congregation.
 - Create and maintain a routine of setting up and staffing a “Newcomer Information Table” (see “Newcomer Information Table Procedure, # 024), on Sunday Mornings before and after service.
 - Create and maintain a predictable method of collecting visitor’s information and getting that information to the Society’s Office Administrator.
 - Maintain the details contained in the “Newcomer Information Table” procedure (# 024), with up-to-date information and sharing any revisions to the process with the Operations Manual/Document Administrator and the Society Office Administrator.

2. The Stewardship Committee shall:

- Participate in newcomer orientation for the purpose of providing information about the financial matters of the Society.
- Canvass new members within 3 weeks of their signing the membership book. The Minister will alert the Stewardship Committee that there are new members to contact.

3. Database Management

- The Society's Office Administrator or comparable staff position shall maintain the Society database. New visitor information will be entered into the database on a weekly basis.

4. Staff and Committee Chairs:

- Will periodically consult with one another as to the interests of visitors and new members in order to assess where they might be invited to become involved in the Society.
- Invite new members to participate in their areas of interest in a timely fashion.