

Policy and Procedure for UUFLG New Member Induction

Purpose

The purpose of this policy is to document the steps to be taken to enroll new members in the congregation.

Policy

Every new member of the Unitarian Universalist Fellowship of Los Gatos will have a one-on-one conversation with the Minister, President of the Board, or the Chair of the Membership Committee about the significance of membership prior to signing the membership book.

Procedure

1. A series of classes, Getting to Know UU, will be offered on a periodic basis throughout each year and will focus on :
 - a. UU history and principles
 - b. Information about UUFLG
 - c. what membership in the Fellowship entails
2. Prospective members will be encouraged to attend classes if they have not been associated with a UU congregation in the past. Prior to signing the Membership Book, every prospective member is required to have a private conversation with the Minister, President of the Board, or the Chair of the Membership Committee to talk about the benefits and responsibilities of membership, including involvement with the congregation and pledging. They will be given a pledge card and the talent survey at this time.
3. The Minister, President of the Board, or the Chair of the Membership Committee will witness as the new member signs the membership book or ask a member of the Membership committee to witness as the new member signs the book. The date of these signatures in the membership book is the official date of membership of the new member.
4. The administrator will update the database to indicate the new member's membership status and membership date and will send the new member's name and address to the UU World subscription department.
5. New member recognition ceremonies to introduce and welcome the new members into the Fellowship will be held during Sunday services at intervals during the year for those who have become members since the last such ceremony.
6. Information to be obtained from new members should include not only names and addresses but also dates of birthdays and anniversaries, names of children or other relatives living with the members or nearby, and a list of any talents or skills the members may have that might help them contribute to the activities of the congregation.