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Approved by the
UUFLG Board of Trustees

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 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 Chair of the Membership Committee to talk about the benefits and responsibilities of membership, including involvement with the congregation and pledging. He or she will be given a pledge card at this time.
3. The Minister, President of the Board, or Chair of the Membership Committee will witness as the new member signs the membership book or will ask a member of the Membership Committee to do so. The date of these signatures in the membership book is the official date of membership of the new member.
4. The office manager 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 new members to the Fellowship will be held during Sunday services at intervals during the year for those who have become members since the last such ceremony.