

Functions of Organizations

Policy Number: 04.05

Effective Date: Oct. 21, 2012

Revision Date: Apr. 28, 2019

A. Title: Membership Ministry

B. Purpose:

This OPS provides the means of documenting as policy the Membership Ministry's function (responsibilities) as assigned by the Session. Any change of the Membership Ministry's function requires the revision of this OPS and the Session's approval.

C. Policy:

The Membership Ministry is responsible for the following functions.

1. Develops and manages the assimilation of new members into the Body of Christ through new member orientation, mentoring, and social events.
2. Collects and maintains statistics for participation of active members and visitors in worship weekly, monthly and yearly.
3. Tracks new member's attendance in church worship and uses this information for follow-up with the new member.
4. Oversees the maintenance of the Church Windows application database by establishing records for new members, entering vital data for new members, recording attendance for all members, updating records for all members including address and telephone changes, and reporting deaths.
5. Produces reports required in OPS 06.02, OPS 06.03, and OPS 06.04.
6. Conducts review of member worship attendance, contacts members who have not been in attendance, advises the session for declaring members "inactive" and recommends removal of members from the church membership roll.
7. Maintains a database of "inactive" and deceased members removed from the membership rolls in order to produce statistical reports.
8. Manages reports of the church's annual statistics as required by the Presbytery and the PC (USA).

Functions of Organizations

Policy Number: 04.05

Effective Date: Oct. 21, 2012
Revision Date: Apr. 28, 2019

9. Maintains the Church's Membership Roll of Active Members.
10. Staffs the church's Welcome Center prior to Worship Services.
11. Coordinates with Sunday School classes to provide greeters for the church's worship services.
12. Arranges for pictures of new members to be displayed in the church bulletin board and arranges periodically for updating of the church directory.
13. Monitors the church's financial reports of the accounts assigned to the Membership Ministry to assure compliance with the operating budget.

D. Definitions:

See MOO Glossary for definitions of italicized underlined terms in this OPS.

E. References:

- 2011-2013 Book of Order G-3.0204a–G-3.030
- OPS 06.02, Member Records Church Windows; OPS 06.03 Reporting of Deaths and Record Keeping; OPS 06.04 New Member Information

F. Process:

Process Effective Date: 04/28/2019

1. The Membership Ministry Chairperson shall manage and assure compliance with the functions found in "C. Policy" above. This requires her/his recruiting and maintaining a sufficient number of Membership Ministry members with the appropriate knowledge and skills to contribute to the success of this ministry.
2. The Membership Ministry Chairperson shall call monthly meetings of the Ministry's members to review, plan, and report on the functions specified in "04.05, 3. Policy."
3. The Membership Ministry Chairperson shall coordinate, and report matters as required with the Pastor, appropriate Church Staff, and the Session to

Functions of Organizations

Policy Number: 04.05

Effective Date: Oct. 21, 2012

Revision Date: Apr. 28, 2019

achieve and perform the Ministry's functions as defined in "04.05, C. Policy." This includes providing the Ministry's monthly meeting minutes to the Clerk of Session for the Session's meeting packet.

4. The Membership Ministry Chairperson shall annually review this OPS and recommend to the Session any needed revisions.