

Membership and Engagement Team (M&E)

Charter for 2018 thru 2019

Mission: To focus on welcoming all who are seeking a new church from their first visit, then to joining the church membership rolls and ultimately engaging in meaningful individual roles in the congregation

Goals: For 2018-2019 are to confirm & establish goals and responsibilities for each sub team and define the metrics for achieving and measuring success

Roles: The committee is comprised of the leads/chairs of multiple sub committees with one member serving as overall chair of this committee (either chair from a sub team or independent). Sub teams & chairs are:

- Greeters-Burley Melton (greet people as they enter church)
- Ushers-Ed Ostrom (coordinate activities in sanctuary)
- Welcome Table-Dale Megill (staff table pre/post Sunday service to provide information)
- Newcomers Reception-Peggy Doss (meet visitors immediately after Sunday service answer question in small informal gathering space)
- Orientation -Kathie Thomas (provides a formal class with introductions to our faith and church)
- Green Card Follow Up-Marty Peres (organizes the tracking tool "form" that visitors fill out)
- Engagement-Maggie Duffy (goal is to link a new church member with activities that support their interests)
- Outreach-Kate Coperthwaite (tba as to the goals and how to link with this team)
- Data Collection/Entry-Cindy Cohen (enter visitors information into church database)
- M&E Chair-Marilyn HYTE
- Ex Officio-Rev Roberta Finkelstein (Minister)

Responsibilities

- Length of term for M&E chair: 2-4 years
- Length of term for sub team chairs: 2-4 years
- Selection of M&E and sub team chairs: based on knowledge of their respective segments for 3-5 years
- Members of sub-team: open to all
- Expectations of sub team members: Each chair meets with their team and defines duties
- Succession planning: goal for M&E chair is to identify a future chair from the current M&E team and assist sub team chairs in identifying future chairs based on overall skill sets

Guidelines

- M&E to meet 3x/ year during church year July 1 to June 30
- Sub Teams meeting : Sub team chairs own and will define agenda and structure based on their specific needs

- Meetings: M&E chair owns agenda & logistics including meeting minutes, as well as communication to sub team chairs
- Communication to congregation: M&E chairs is responsible. A formal report is prepared as part of church annual report /meeting in May of each year

Accountability

- M&E team reports to the ET
- Goals for 2017-2018 were to design and implement the structure of this team and the various sub teams. Specific metrics were not included at this juncture
- Goals for 2018-2019 are in development both for the duties of each sub team chair and overall metrics for evaluating membership statistics and ultimately congregational growth