

## **Membership and Outreach Committee (4 Persons)**

*Approved at MFB May 6, 2007*

The Membership and Outreach Committee helps to draw the Meeting together into a spirit of fellowship and to extend this fellowship beyond the boundaries of the Meeting. The committee is charged to:

- Handle applications and transfers of membership following guidelines in *Faith and Practice*.
- Help an applicant for membership to draw up a committee for clearness, and care for any special needs pertaining to membership.
- Maintain a list of recorded members of Meeting. Provide the list, or numbers from it, to the Clerk.
- Maintain a Meeting Directory and mailing list. Provide current mailing list and Directory to the Publications Editor.
- Keep track of the status of former attenders and members who have stopped attending.
- Be responsible for contacting members who are out of the community, people who may have lost interest in attending the Meeting, and people who have not yet felt invited to join. Maintain a guest book.
- Be available to answer questions for inquirers about the Religious Society of Friends and the Red Cedar Friends Meeting.
- Plan outreach activities in the community.
- Maintain our Meeting's Website.
- Coordinate with other standing committees to nurture old and new members and attenders. For example: with the Hospitality Committee, welcome newcomers; with the Adult Religious Education Committee, support Quakerism courses; with the Building Committee, work on outreach in Old Town.
- Oversee the part of the Meeting's budget that pertains to the committee's activities, as directed by Monthly Meeting.
- Maintain accurate working records of its work and ensure those records are passed along to the next M&O Committee clerk.

The committee is encouraged to ask for help from Meeting members and attenders in carrying out these responsibilities.