

NEW MEMBERS

Policy

To warmly reach out to visitors and new members at all worship services for the purpose of making them feel welcome to Metropolitan United Church.

Procedures

1. Visitors interested in becoming members of Metropolitan notify the Church office or the Ministers to begin the process of joining Metropolitan United Church.
2. Prospective new members sit down to discuss their faith with the Senior Minister who ensures that they are received into Metropolitan on profession of faith. New members are provided with promotional materials when they meet with the Senior Minister.
3. For visitors and new members, the Office Administrator and Office Assistant prepare folders of current brochures highlighting special events and regular Metropolitan activities, a brief history of Metropolitan, and flyers promoting upcoming events. The office staff ensures all materials are current and updated frequently.
4. New members officially profess their faith during a worship service as per the [United Church Doctrine](#).
5. After the worship service when new members join Metropolitan, the Volunteer Coordinator introduces her/himself and welcomes the new members to Metropolitan.
6. Approximately one month after new members join Metropolitan, the Volunteer Coordinator handwrites a message on individual cards provided by the office staff, and mails the cards (stamps provided by the office staff) to new members. Business cards for the Senior Minister and Volunteer Coordinator are included with each card mailed out. This follow-up procedure presents an important opportunity to keep in touch with new members, provide contact information, and extend our welcome as well as our invitation for new members to become involved in the fellowship of Metropolitan.
7. During the next 3-6 months, the Volunteer Coordinator makes phone calls or visits to new members to ensure they continue to feel welcome and enjoy being part of Metropolitan's large community. Mainly, the Volunteer Coordinator lends support to Metropolitan's theme of showing hospitality, outreach and discipleship.
8. Additional follow-up with new members and visitors is encouraged, as appropriate, to ensure they know of Metropolitan's many special events, ongoing activities, and the many groups and committees in which they may wish to participate. Such involvement is a good way of getting to know other members of our congregation.
9. The Visitors' Book in the front vestibule is checked regularly for the names of visitors and their addresses. The Volunteer Coordinator may send a note thanking local visitors for attending Metropolitan and inviting them to make Metropolitan their church home. Out-of-town visitors who provide their addresses may be sent notes as well, thanking them for attending Metropolitan and welcoming them back any time they return to the London region.

Annual Activities

1. The Volunteer Coordinator puts together a report for the congregation as part of Metropolitan's package of committee reports to the annual congregational meeting.
2. The Volunteer Coordinator reviews this policy and the Risk Management policy annually. If changes are made to this policy, it is sent to the Board of Elders for consideration and approval.

Related Documents/External Resources

[United Church Doctrine](#)

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Approval Meeting by Board of Elders:	May 2013
Approval by Volunteer Coordinator:	May 2013
Previous Version Date:	May 2013
Group/Committee Responsible:	Senior Minister and Volunteer Coordinator