

St Paul's United Church 62 Peter St N. Orillia, ON L3V 4Z1	POLICY	Page 1 of 1
Subject: Membership Policy		Date Effective: Date Reviewed: Date Revised: April 15, 2020
Issued by:		Approved by:

PURPOSE:

To ensure that membership records of St. Paul's United Church are current for the purposes of planning, meeting participants' needs and providing statistical information.

SCOPE:

All individuals wishing to be aligned with the mission and vision of St. Paul's United Church and to participate in the life of St. Paul's are included.

POLICY:

St. Paul's United Church is an affirming community of faith. We welcome all to participate in the life of the Church through sharing of time, talents and gifts.

United Church of Canada policy defines two categories for membership: adherent and member.

Adherents align with the mission, vision and values of St. Paul's United Church.

Members align with the mission, vision and values of St. Paul's United Church, have been baptized as an infant, child, adolescent or adult and have made a public Profession of Faith.

PROCEDURES:

1. The Leadership Team will direct the Nominating Committee to find a Chair of Membership who has an understanding of the St. Paul's United Church community and is able to maintain both a secure, confidential electronic records as well as a hard copy.
2. The Membership Chair will ensure accuracy of records by entering:
 - a. Address changes and contact information of adherents and members,
 - b. Names, addresses and contact information of new adherents and new members,
 - c. Baptisms, Certificates of Membership, members by Profession of Faith and deaths.
3. The Membership Chair will establish an adhoc committee to review the internal list and where deemed fit, the Chair will remove names of members and adherents who have not maintained contact with St. Paul's United Church for at least three years.
4. The Membership chair will provide information for the Annual General Report regarding baptisms, new members and deaths.
5. The Membership Chair will assist staff in completing sections of the statistical and informational forms for the United Church of Canada that pertain to membership.
6. The Membership Chair will have available a directory of names and contact information for office use and for the Finance and Stewardship committees as needed.