

Membership and Outreach Committee (4 Persons)

Approved at Meeting for Business, 11th Day, 10th Month, 2020

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. Welcoming seekers into the Meeting and nurturing opportunities for connection among Friends are both central to the charge of the Committee. Membership and Outreach also encourages activities that will carry Friends into the wider community; as well as inviting others into our beloved community.

The Committee is charged to:

- *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, as well as its print and social media presence.

- *Handle applications and transfers of membership following guidelines in Faith and Practice.

- *Convene a clearness committee when a Friend applies to record their 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.

- *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 and Grounds Committee, work on outreach in Old Town.

- *Maintain nametag supplies and stands, as well as main entrance/welcoming information, and guest book area informational handouts.

- *Recruit/provide greeters for Meeting for Worship in cooperation with other committees which have a similar charge.

- *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.