

Eno River Unitarian Universalist Fellowship Congregational Policies

C.VI. Policy for Administrative Termination of Membership

PATM1 AUTHORITY FOR REMOVING NAMES FROM THE MEMBERSHIP ROLL

- A. Authority for establishing the procedures, timing and personnel responsible for removing names from the membership roll in accordance with the Bylaws of ERUUF, Article II, Section 4 is hereby delegated to the Lead Minister.
- B. In exercising this authority, the Lead Minister
 - 1. shall not establish procedures that lack good-faith efforts for making personal contact with the person(s) being considered for removal, and
 - 2. shall not fail to inform the Board of Trustees of the names that are being considered for removal.

PATM2 PROCEDURE FOR REMOVING NAMES FROM THE MEMBERSHIP ROLL

In the spirit of transparency, the Director of Membership Development has provided this written **Procedure for Administrative Termination of Membership** which is currently in use:

- A. **Ongoing:**

If a member writes or emails a request to drop membership, it is done immediately by the Director of Membership Development.
- B. **Once a Year (generally in November):**
 - 1. Working collaboratively with Team Generosity, the Director of Membership Development prepares a list of Members who have not pledged or made a recordable financial contribution during the past year.
 - 2. This list is scrutinized by a member of Team Generosity, the Director of Membership Development, and the Lead Minister. Any anomalies that are known are noted, and the list is divided into those who will receive a phone call and those who will receive a letter. Phone calls are usually for those that are active in the congregation, or some other reason that would make a letter inappropriate.
 - 3. A copy of the letter is included as item PATM2.C.
 - 4. If the letter is not returned or the phone call is not responded to after multiple messages have been left, the Board of Trustees will be informed at its January meeting of the intent to drop the individual from the membership roles.

C. Letter template as described in PATM2.B

Eno River Unitarian Universalist Fellowship

4907 Garrett Road • Durham, North Carolina 27707-3443 • (919) 489-2575

Fax:(919) 489-9149 • E-mail: office@eruuf.org • www.eruuf.org

December 5, 2008

Name Name
4922 Street Address
Durham, NC 27703

Dear M.,

We are delighted that you have been part of Eno River Unitarian Universalist Fellowship over the years. We also hope that your experiences here have been meaningful to you. We are writing to verify your membership status at ERUUF. Our records indicate that you have not made a pledge or financial contribution of record in the past year. Please remember that our bylaws state that an identifiable contribution (or request for a waiver) is a requirement of membership.

We understand that in these uncertain financial times, not everyone will be able to pledge or donate. Please contact Rev. Deborah Cayer if you would need to waive the financial requirement. We also realize that you may have grown apart from ERUUF for some other reason. If so, we would like to know more if you feel comfortable sharing your thoughts on the enclosed form.

Regrettably, in a congregation of our size, we don't always know when a member is experiencing difficult times. So if you are struggling right now, we want to reach out and offer our support. If you would like someone to contact you, please indicate this on the form.

Soon, ERUUF will report our membership numbers to the UUA, which determines our contribution to them. Please let us know as soon as possible if you no longer wish to be a member of the congregation so that the membership number we report is accurate. Attached is a form to convey your wishes; please complete it and return it to the office in the enclosed envelope by _____. You may also call me at 489-2575 or e-mail me at kzucchino@eruuf.org. If we do not hear from you, we will assume you are not interested in maintaining your ERUUF membership and we will reluctantly remove your name from the rolls. Whatever your decision, please know that we wish you the very best and you would be welcome back at any time.

Sincerely,

Kacey Zucchini, Director of Membership Development

Date: _____

Name: _____

Please check all applicable and return in the enclosed envelope, or email Kacey Zucchini at kzucchini@eruuf.org. Thank you.

____ I would like to remain an Active Member, and will pledge _____ for the fiscal year 2008-2009, or I have enclosed a check for my financial support.

____ I would like to talk to a minister about my situation. Please contact me at _____.

____ I would like someone from the Care Council to contact me.

____ I would like to resign my membership. I understand that I will be welcomed back at any time if I choose to rejoin.

Other comments for us:

*Change history:
Approved by the Board of Trustees 1/19/2010*