

**First Unitarian Universalist Church of Nashville
Policy and Procedures**

Section: <u>General & Administrative</u>	Adopted: <u>July, 2002</u> Revised: <u>Mar., 2006</u>
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**POLICY FOR MEMBERSHIP MANAGEMENT AND UUA
CERTIFICATION**

Policy

First Unitarian Universalist Church of Nashville is required to send the Unitarian Universalist Association the certified number of members in its congregation. This number determines the number of delegates who will represent FUUN at General Assembly and will appear in the directory of churches. It also determines our annual Program Fund dues and Mid South District dues. It is FUUN's policy to count members with dual memberships at FUUN and another Unitarian Universalist Church by the church they attend. Members who do not make a financial contribution to FUUN due to financial need will be counted in its membership number.

Procedure

- The Finance Committee Chair, Membership Committee Chair, Church Administrator (convener) and the minister will work together during the year to maintain accurate records of church membership.
- The group above will make a record after the Stewardship Campaign of those who do not make a pledge and those who resign.
- In the fall, the group will determine which individuals will receive a letter requesting they respond to the church within 30 days their intent to continue membership.
- In January, the group will determine the final membership list to be sent to the UUA.