

Continuing Resolution

First Lutheran Church

Bothell, Washington

Number: C13.06.F24

Title: Continuing Resolution for Membership Committee

Council/Committee: FLC Membership Committee

Adoption Date: September 16, 2025

Start Date: Nov. 13, 2024

Review Date: June 2026

References: The following FLC Constitution references apply:

- A. C4.04
- B. C8.01; C8.02; C8.02d.01; C8.03; C8.04; C8.05; and C8.05e.01
- C. C12.04.01
- D. C13.06; C13.06.01; C13.06.02; and C13.06.03
- E. C13.08
- F. C14.01 and C14.02
- G. C18.01 and C18.02.

Resolution: Retain existing members and recruit new members for the church, thus creating a self-sustaining means to fulfill the mission of the church.

Structure and Processes:

1. Optimally, volunteer members of the committee will consist of a cross section of gender and age-group members of the congregation to match a small subset of the church. These members, between 5 to 7 in number, are requested to serve for a minimum of two consecutive years. There is no term limit for a volunteer to serve on this committee. In addition to the volunteers, both the pastor and the president of this congregation are ex officio members of this committee.
2. This committee will elect or fill the following positions on a volunteer basis:
 - Chairperson (2-year term)
 - Secretary (2-year term)
3. This committee typically meets monthly or as needed. Meetings may be held in-person or via Zoom, depending on circumstances.
4. Meeting minutes are created for each meeting. The Council liaison will distribute the draft copy of the minutes directly to all members of the Congregation Council. Once the committee approves the minutes, the committee secretary will forward a copy of the approved minutes to the Office Administrator for off-site (cloud) storage. The committee secretary will also upload the approved minutes to the Membership Committee's OneDrive folder.
5. The FLC Office Administrator is a resource for this committee and will provide overall support.

Responsibilities and Goals:

1. Use the data collected by the “Time and Talent Survey” to understand current membership involvement.
2. Use data collected on pew cards to reach out to visitors and potential members.
3. Reach out to past members to capture understanding of their reasons for leaving the church and attempt to re-establish their membership.
4. Create a visitor packet that includes general information about our church and current programs and activities.
5. Seek opportunities to leverage the skills of existing members who are willing to serve the church but not in a continuous manner as part of a committee.
6. Submit an annual budget request by the due date requested by the Finance Committee.
7. Endeavor to attend to the congregation’s social statement and policies in decision making.
8. An annual report will be prepared by the chairperson each year.

Committee Authority:

1. This committee has the standing to bring a motion directly to the Church Council for either a Council vote or to the Council for the Council to refer the motion to the congregation for a vote.
2. This committee has the authority to incur expenses in accordance with the amount budgeted and approved by the congregation for the current fiscal year and in compliance with the FLC Financial Policies.