

# Membership Enrollment Kit



4/22/08

FIRST UNITARIAN CHURCH PORTLAND, OREGON *Living Our Liberal Faith*

## WELCOME!



### The Path to Membership is a Journey to Deeper Commitment –

**C**hurch **membership** represents a deeper connection with your faith community. To help you discern whether or not First Church membership is right for you, we encourage you to attend the **Path to Membership class** (offered throughout the year). Also, a variety of classes listed as “**UU Core Curriculum**” in the current *Program Guide* may be of interest to potential members.

Membership is both simple and difficult. It is easy to sign the *Membership Book*. It is challenging because of what this simple act means: that a person has made a decision to join a faith community that is searching for truth, working for justice, and whose members would live in loving relationship with one another. It also means making a commitment to the financial health and stability of the church. Before you join, please carefully read this booklet. Then, complete the two forms at the back and bring them to the Enrollment Ceremony. **We look forward to welcoming you as a member.**

## SEEKING: HIGHLY COMMITTED MEMBERS

**Since its' founding in 1866, generations of highly committed members have worked selflessly to create what you experience at First Church today:** a dynamic and liberal community of faith devoted to personal spiritual growth and to social justice in our world.

Carefully consider the responsibilities of Membership before you make the commitment. Members readily and generously give their time, talents and financial resources to support the Church Mission (*see box*)—because they want to. Because this is their chosen church home. This spirit of generosity and commitment develops over time,

MISSION STATEMENT OF FIRST UNITARIAN CHURCH:  
Given our long and distinguished history in Portland, we covenant together:

- To create a welcoming community of diverse individuals;
- To promote love, reason, and freedom in religion;
- To foster lifelong spiritual growth; and
- To act for social justice.

and is the result of active participation in our programs. This is what is meant by *high commitment members*. Are you prepared to make this kind of commitment?

## GETTING STARTED: FOUR STEPS TO MEMBERSHIP

1. **Attend the Path to Membership class** (offered throughout the year. Sign-up at Newcomer Table);
2. **Complete Enrollment Forms #1 and #2 on pages 5 and 6 in this Kit;** each individual age 16 years or older is eligible for Membership. Your Enrollment forms will be collected during the Enrollment Ceremony. *Please do not mail or drop them off prior to the Ceremony.*
3. **Sign the Membership Record Book.** An Enrollment

Ceremony is offered the first Sunday of each month in the Channing Room (or otherwise as announced in the *Sunday Bulletin*). During this brief ceremony, you will sign the *Membership Record Book* and meet other new members.

4. Make your **Financial Pledge** (*see next page for details*).

Take your time in completing these forms at home, and if you have questions, please contact the Church Membership Coordinator at 503-228-6389, ext. 13.

## SOME BENEFITS OF MEMBERSHIP

We welcome your decision to join us, and hope that your relationship with First Unitarian Church will be spiritually, intellectually and emotionally rewarding. In community, we have the power and strength to impact positive change in the world.

- As a Member, you'll become part of a vital and dynamic community of *faith* and *action*.
- Your voice will join hundreds of others who speak for social justice, freedom of thought and religious expression, the worth and dignity of every human being, and environmental stewardship.
- Voting Members\* are eligible to make decisions about the budget and other important issues at the Church Annual Meeting each spring, and at other member meetings as outlined in the church bylaws.
- You'll receive all regular church mailings—including our informative newsletter, *the Front Steps*, the weekly

*e-news*, as well as *UUWorld*, the journal of the Unitarian Universalist Association.

\* *Voting Member: A member who is at least 16 years of age, has signed the Membership Record Book, and, during the preceding 12 months, made (and is current with) a financial pledge of record.*

If you have any questions regarding the membership process, please call the Membership Coordinator, at:  
503-228-6389, ext. 13.



## YOUR PLEDGE IS YOUR FINANCIAL PROMISE TO THE CHURCH

**M**embers annually pledge to support this Church with their financial resources. Unitarian congregations are self-sustaining institutions; their primary source of financial support comes from church members and other congregants who faithfully participate in the life of the church.

### Generosity Is A Spiritual Practice

We recognize one of the truths of all the world's great religions: that *generosity* is central to a healthy spiritual life. We believe in the ancient practice of *giving* as a spiritual exercise, used like any other meditation practice to deepen and strengthen the soul. Members of this church who give generously—to this church and elsewhere—tell of the joy and empowerment they feel when they live out of a sense of abundance. Our faith calls us to welcome the stranger at the door, to share our resources with others in need, and to care for our planet.

As Unitarian Universalists, we believe it is the right and responsibility of each local congregation to govern itself. There is no centralized authority that supports us financially, nor does it tell us what to do or what to believe. Each UU congregation is self-sustaining: our primary source of financial support comes from our members who make financial gifts to the church. As a group of people covenanted together into a church, we believe that a financially healthy church is the responsibility of all members. We also know that if this church and this faith are to live into the future for our children and grandchildren, we must care for this institution, and keep it strong.

### Things to Consider When Pledging

Our current budget of \$1.4 million is primarily met through the generosity of all who participate in our faith community. Since each congregant is at a different place financially, we ask everyone to seriously consider the idea of the “liberal tithe”: 5% of their income to be designated for the church, and 5% earmarked for *other* worthwhile causes. For many congregants, 5% for the church is not a problem and they can easily reach or surpass this level of commitment. For others, such a goal may be difficult. If so, we ask them to start their initial pledge at 3%, and increase that amount by ½ % each year, until 5% is comfortably reached. If you can afford to pledge more, you will help others who are unable to do so.

### Members Renew Their Pledge Annually

**“At the time that a new member joins the church, he or she shall agree as a condition of membership to contribute generously within his or her means to the annual operating fund of the church.”** The pledge you make upon joining is for the remainder of the current calendar year (ending Dec. 31). **A fellow congregant will contact you shortly after you join to discuss stewardship and pledging.** Then, each autumn, during our **Annual Fund Drive**, you will be asked, along with all other congregants, to make a *new* financial pledge for the *next* calendar year.

**This year, it will take an average household pledge of \$2,000 to sustain the church.** Think about this: what would you expect to pay for membership in a health club, or to dine in a good restaurant? Certainly, First Church exercises your mind, and feeds your soul and spirit. How much would you pay for such a feast? What is it worth to you? These are questions of spirit and generosity, and we ask you to carefully consider this important aspect of Membership.

**You May Use Automatic Withdrawal for Your Monthly Pledge Payment ...or Your Credit or Debit Card**

You will be completing a Pledge Form. Please consider using automatic withdrawal from your checking account. For Automatic Withdrawal, simply submit a voided check with your form. Since there is no fee for this transaction—and it saves time in our accounting department—more of your dollar goes to work for the church with this method of payment.

Or, you may indicate your credit or debit card number (please note that 2.55% of all credit card transactions goes to the bank, and not to the church.)

You may also write a check weekly, monthly or annually.

**IMPORTANT:** In order for us to keep a record of your pledge, please submit *each* pledge contribution clearly labeled with your name. Cash placed in the weekly offering basket is impossible for us appropriately credit—unless you fill out the envelope provided in the pew, or place the cash in an envelope with your name on it. Statements are issued throughout the year to let you know where you stand regarding your pledge.

If you have questions about your pledge, please call the Stewardship Office at the church office, 503-228-6389, ext. 45, during normal business hours.

- Members may pledge individually, or as households or family units. The choice is up to you.
- The other enrollment forms in this kit must be completed by each individual who wishes to join.

**Monthly Pledging Guideline for Members:**

Here are some examples using your household income, and showing giving categories stated on a monthly basis. Please note that these are only a guideline to help you assess your giving potential.

- ▶ The **1866 Circle** is a “Liberal Tithe” of 5% of your annual income (*5% to your church, 5% to other nonprofit institutions you support.*) If you are here and the church is an important part of your life, please consider giving at this level.
- ▶ The **Step Forward Circle** is 3% of your annual income. If you plan to move toward the “Liberal Tithe” but need to do it gradually, consider starting at this level.
- ▶ The **Starter’s Circle** is 2% of your annual income.

Household Income	1866 Circle (5%)	Step Forward Circle (3%)	Starter’s Circle (2%)
\$10,000	\$ 42 <i>per month</i>	\$ 25 <i>per month</i>	\$17 <i>per month</i>
20,000	83	50	33
35,000	146	88	58
50,000	208	125	83
65,000	271	163	108
80,000	333	200	133
100,000	417	250	167

## GETTING INVOLVED: THE KEY TO MEMBERSHIP WITH MEANING

Attending the worship service on Sunday is a very special experience, but most members find that, over time, it is not enough to sustain their commitment to the church. We know of no better way to deepen your connection, as well as increase your reward, than by active engagement in a church program that most closely matches your needs. Don't wait! Find a group, program or activity in which to involve yourself as soon as possible. This is how you will start "feeling a part of" the church, and in return, the people of First Church will become a community for you. Pick up a copy of the *Program Guide*, and review the many ways to get involved. Here's a small sampling of the opportunities for personal and spiritual growth:

- \* Music (choirs, hand bells)
- \* Social Justice Action Groups
- \* The Learning Community
- \* Adult Programs classes, retreats and workshops
- \* Women's and Men's spirit circles
- \* Labyrinth Walks and Meditation Sessions

- \* Denominational affairs at the local, regional or national levels
- \* Partner Church activities
- \* Lay Ministry
- \* Sunday Morning Services, such as Ushering, Serving Coffee or Hosting at the Newcomer Table
- \* Movie or book discussion groups
- \* House and Grounds maintenance activities
- \* Special interest groups, such as the Knitter's Circle, Poetry Group, Writers Group, etc.
- \* And a wide variety *Good Times* events—devised for fun and fellowship.

To discuss which program may be best for you, please call the Membership Coordinator at 503-228-6389, ext. 13, during church office business hours. Pick up a copy of the current *Program Guide* for a complete listing of church programs and activities for adults.

## TWO ENROLLMENT FORMS TO BE COMPLETED BEFORE JOINING

1. **New Member Information form:**  
Please print clearly. This information becomes part of our data base. Each individual (age 16 and over) who wants to join must complete her/his own set of forms.
2. **Talents and Gifts form:** Here, you have an opportunity to match your unique experiences, interests, and

talents with some of the programs, committees and activities of this church. Please indicate two or three areas that interest you. This information also becomes part of our data base, and is referred to from time to time. Our program staff also reviews your interests. We encourage you to seek out groups, programs and activities which appeal to you, and to get involved as soon as possible.

**I**n our fast-paced world of stress and competition, there is one place where we are accepted as we are; where we can laugh and cry freely; where we are comforted and cared for when we are hurting; where people will rejoice with us when good fortune comes our way: that place is called *church*.

—Rev. Dr. Marilyn Sewell

# ENROLLMENT FORM #1 NEW MEMBER INFORMATION



FIRST UNITARIAN CHURCH, PORTLAND, OREGON

To be completed by EACH prospective member. (Minimum age for Membership: 16)

PLEASE PRINT CLEARLY

Date you signed Membership Record Book: \_\_\_\_\_

Your Name: \_\_\_\_\_ Birth date: \_\_\_\_\_ M or F? \_\_\_\_

Address: \_\_\_\_\_

STREET

CITY

STATE

ZIP

Home phone: (\_\_\_\_) \_\_\_\_\_ Home email: \_\_\_\_\_

Cell phone: (\_\_\_\_) \_\_\_\_\_ Business email: \_\_\_\_\_

Married or committed? \_\_\_\_ Partner's Name: \_\_\_\_\_ Is your partner also a member? \_\_\_\_

Children: Name	Date of Birth, Grade	Name	Date of Birth, Grade
_____	____, ____	_____	____, ____ ;
_____	____, ____	_____	____, ____ ;

Are your children registered in our Learning Community (Church School Program)? \_\_\_\_\_

Your occupation, position and name of employer: \_\_\_\_\_

\_\_\_\_\_ Work phone: (\_\_\_\_) \_\_\_\_\_

How did you learn about this church? \_\_\_\_\_

What brings you here? \_\_\_\_\_

About how long have you been attending First Unitarian Church? \_\_\_\_\_

What was your previous church connection, if any? \_\_\_\_\_

What can we do for you? \_\_\_\_\_

\_\_\_\_\_

How can we help you find what you need here? \_\_\_\_\_

\_\_\_\_\_

Might you be interested in a young adults (18-35) group? \_\_\_\_\_

Is there anything in particular you want us to know about you? \_\_\_\_\_

If you have any questions regarding membership, pledging, or strengthening your connection to First Church, please call the Membership Department at the Church Office: 503-228-6389, ext. 13. Thank you and welcome!



(To be completed by EACH new MEMBER.) **Help us know you better.** Please indicate which skills, interests, or passions you would like to pursue as a volunteer in our church community. Be realistic about your available “free time.” **Start with two or three activities.** This information will be held in our data base. Experience tells us that getting involved in a small group activity **right now** is very important to enriching your membership. Of the items you’ve checked below, which ONE is your current first choice? We will make every effort to connect you with that program or activity, as appropriate. Consult the current *Program Guide* for details, and whom to contact—or call the church office to discuss.

NAME: \_\_\_\_\_

MY CURRENT “FIRST CHOICE” (from those items checked below): \_\_\_\_\_

OR, WHAT ACTIVITIES ARE YOU CURRENTLY ENGAGED IN AT FIRST CHURCH? \_\_\_\_\_

### SUNDAY MORNING SUPPORT

#### For Worship Service

- Obtain or provide flowers for Sanctuary or Chapel [ ] 901  
 Welcome and/or greet before or after services [ ] 902  
 Usher (training provided) [ ] 903  
 Tech/Audio/Visual support [ ] 904

#### For Social Hour

- Information Table Host (greet, provide info.) [ ] 905  
 Staff Beverage Table (coffee set up, etc.) [ ] 906  
 Staff Bookstore [ ] 907  
 Staff Sermon Sales Table (tapes and transcripts) [ ] 909

### ADMINISTRATION

- Financial [ ] 962  
 Management [ ] 963  
 Legal [ ] 964  
 Fund raising/Stewardship [ ] 965  
 Public relations/ Communications [ ] 966  
 Marketing [ ] 967

### RELIGIOUS EDUCATION (R.E.) for Children/Youth

- Potential teacher for children\* (ages 4–12) [ ] 910  
 Potential teacher for youth\* (ages 13–17) [ ] 911  
 Provide R.E. office support (weekdays) [ ] 915

\*These positions require application and screening

### ADULT PROGRAMS

- Good Times Committee** (Coordinate Social Events) [ ] 916  
**Covenant Groups** (Small Group Ministry) [ ] 921  
**Continuing Spiritual Growth Committee:**  
 Teach Adult Class [ ] 918  
 Labyrinth Walk Support [ ] 920  
 Organize/Coordinate Special Events & Speakers [ ] 917  
 Steward (Help Administer Class or Retreat) [ ] 919  
 Publicity and/or Graphic Design [ ] 923  
 Volunteer in Adult Programs Office [ ] 922

### OUR CHURCH COMMUNITY — CARE and CONCERN

- Food for elderly/shut-ins/the ill, etc. [ ] 925  
 Transportation for elderly, the ill, etc. [ ] 926  
 Other (friendly visiting, reading to shut-ins, etc.): \_\_\_\_ [ ] 927

### HOSPITALITY FOR CHURCH-SPONSORED EVENTS

- Provide guest housing [ ] 931  
 Provide/Cook and/or serve food for events [ ] 932  
 Interpret languages: (which?) \_\_\_\_\_ [ ] 933  
 Organize/Set up/break down for events [ ] 934  
 Bed and Breakfast Program (home hosting) [ ] 935

### LEADERSHIP

- Group facilitation [ ] 996  
 Organizational development [ ] 997  
 Leadership Training [ ] 998  
 Board and Committees [ ] 999

### MUSIC AND ARTS

#### Performing Arts

- Music: Vocal. Which part? \_\_\_\_\_ [ ] 939  
 Music: Instrumental (winds, bells, strings, . . . ). Which? \_\_\_\_\_ [ ] 940  
 Other (drama, dance, mime, storytelling). Which? \_\_\_\_\_ [ ] 941

#### Other Fine Arts

- Calligraphy [ ] 943  
 Fabric arts [ ] 944  
 Computer Graphics/Computer Art [ ] 945  
 Painting or drawing [ ] 946  
 Photography [ ] 947  
 Art Wall Coordination (art gallery in Fuller Hall) [ ] 948

### CHURCH OFFICE and CLERICAL SUPPORT

#### Classical Skills (not using computers), weekdays:

- Staff reception desk/ answer phones: regular schedule or on-call [ ] 951  
 Prepare mailings (usually Wed., Thu., or Fri. mornings) [ ] 952  
 Collate Order of Worship/Sunday Bulletin; Friday mornings [ ] 954  
 Deliver bulk mailings to Post Office [ ] 956

#### Technology

- Web site maintenance [ ] 955

### BUILDINGS, GROUNDS and GENERAL MAINTENANCE

(professionals and general handypersons)

- Carpentry, woodworking, cabinetry [ ] 971  
 Painting [ ] 972  
 Electrical [ ] 973  
 Plumbing [ ] 974  
 Gardening [ ] 975  
 Architecture/Design/Interior Design [ ] 976  
 Cleaning [ ] 977  
 Altar Guild (upkeep of Church Sanctuary space) [ ] 978

### SOCIAL JUSTICE

- Environmental Issues (UU Community for Earth) [ ] 981  
 Lesbian, Gay, Bisexual, Transgender Issues (U Pride Group) [ ] 985  
 Unitarian Universalist Service Committee (UUSC) [ ] 988  
 Peace (Peace Action Group) [ ] 989  
 Economic Justice Group (Economic Justice Action Group) [ ] 993  
 Social Justice Newsletter [ ] 995  
 UU Global AIDS Coalition [ ] 982  
 Homelessness (Homeless Action Group) [ ] 984  
 Organize Community Forums and Lectures [ ] 986  
 Reproductive Rights (Freedom for Choice Action Group) [ ] 990  
 Funding Public Schools [ ] 991  
 Democracy Action Group [ ] 994  
 Interfaith Organizing [ ] 992  
 Mental Health Issues [ ] 987



Please bring the two completed forms (pages 5 and 6) to the Enrollment Ceremony, held the first Sunday of every month in the Channing Room (Eliot Complex), immediately following the morning worship service—or otherwise, as announced in the *Sunday Bulletin*.

During the Ceremony, you will have a chance to meet other new members, and to sign our *Membership Record Book*. We'll also take your photo for our records, and share important information about membership. Having taken the Path to Membership class is an important step before you join.

We look forward to welcoming you into the community of First Unitarian Church.

I will become a member of  
First Unitarian Church on  
Sunday,

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## The Seven Principles

- \* The inherent worth and dignity of every person
- \* Justice, equality and compassion in human relations
- \* Acceptance of one another and encouragement to spiritual growth in our congregation
- \* A free and responsible search for truth and meaning
- \* The right of conscience and the use of the democratic process within our congregations and in society at large
- \* The goal of world community with peace, liberty and justice for all
- \* Respect for the interdependent web of all existence of which we are a part.

## We covenant to provide:

- \* thoughtful and celebrative worship services
- \* religious education for all ages
- \* rites of passage
  - child dedication
  - coming of age
  - weddings and services of union
  - memorial services
- \* pastoral care and counseling
- \* community through social and educational events and service opportunities
- \* a variety of ongoing support and interest groups

## We ask that you:

- \* actively pursue your own spiritual path
- \* contribute your time and talents to the life of the institution
- \* make an appropriate financial pledge in accordance with your means. Our most committed members have set a goal of 5% of their income for support of the church.