



Doylestown Presbyterian Church

Volunteer Job Title: Membership Committee Member

Reports To: John Heisey, Committee Moderator

Time Commitment:

- Meetings occur on the second Monday of the month at 7:00pm and usually last about one hour.
- In addition to attendance at monthly meetings, committee members have some duties to carry out that are aligned with the mission of the committee.
- Terms of service are typically three years in duration, with new rotations beginning in June of each year. Volunteers who have completed a three-year term of service may begin a new term after at least a one-year hiatus from the committee.

Purpose: The purpose of this role is to support the DPC strategic plan by extending hospitality to visitors, welcoming and supporting new members, and managing the church's membership rolls.

Duties: Members of the Membership Committee are responsible for the following:

- Welcoming visitors to DPC
- Implementing the church's new members' class (Stepping Stones) two times per year
- Serving as new member sponsors to incorporate new members fully into the life of DPC
- Conducting membership reviews, as well as addressing other membership concerns

Additional Responsibilities of the Committee Moderator: The Moderator is responsible for leading the committee – fostering the idea sharing, communication, and collaboration needed to achieve the committee's mission. The Moderator attends all stated and called session meetings, serving as a representative of the committee. The role of Moderator is typically filled by a sitting Elder, but may be filled by a member-at-large under special circumstances. In this case, the Moderator will not attend session meetings; instead, the committee will have someone in the group who is on session serve as session-committee liaison.

Requirements and Training:

- We seek committee members with a warm and welcoming personality and a concern for members' engagement in DPC.
- Because committee members serve as new member sponsors, we seek diversity in age, gender, and tenure at DPC, to facilitate pairings.
- No specific training is required to serve on the Membership Committee.

Be a bridge for Christ and a beacon of His love.

To Volunteer: To sign up as a volunteer for this role, [click here](#). If you have questions or wish to learn more about this role, please contact Chris Graham-Rawlings (Member Engagement Coordinator) at chrisr@dtownpc.org.

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