

First Parish Church of Stow and Acton

Policy on Roster of Members Maintenance

Policy # 026

Revision # 00

I. POLICY STATEMENT

Article 6, Section 4 of the FPC Church Bylaws states that the Clerk of the FPC Board of Trustees is responsible for maintaining “a roster of the members of the church.”

This policy assigns the maintenance of this roster to the person who has the position of Welcoming and Membership Coordinator.

This policy is in effect as long as the FPC Staff includes the position of Welcoming and Membership Coordinator.

II. SCOPE

This policy covers the roster of members which is the list of names and addresses of FPC Members who are eligible to vote on FPC binding decisions. Membership eligibility is covered in the FPC Bylaws.

The roster of members is used by the Board of Trustees to establish a quorum of eligible voters at FPC Annual Meetings and other Special Meetings where the congregation is called to make specific, binding decisions.

The roster of members is also provided to the Unitarian Universalist Association (UUA).

This policy does not cover membership data privacy and security. See separate FPC Privacy and Data Security

III. RESPONSIBILITY

The Welcoming and Membership Coordinator, as designee of the Clerk of the FPC Board of Trustees, is responsible for providing a copy of the eligible members to the Clerk of Board of Trustees, in consultation with the minister, for the Annual Meeting and other Special Meetings, to the UUA, as well as upon request by any member of the Board of Trustees.

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IV. DEFINITIONS

See the FPC Bylaws for the definition of a member.

V. REFERENCES

Privacy and Data Security Policy
FPC Bylaws as of 2021

VI. APPROVAL SIGNATURES

Helen Rolfe Ham 1/8/21

Originator / Date

On behalf of the Board of Trustees



02/01/2021

FPC President / Date