



Membership Care Committee

ESTABLISHED: 1987¹

HISTORY:

Originally called the Membership Care Subcommittee, the two-man subcommittee was under the auspices of the Evangelism Committee. With the growing congregation, the work of the previous subcommittee became too large for two people. Therefore, in the spring of 1987, the Session created the Membership Care Committee as a regular standing committee; its first meeting was on March 3, 1987.

COMPOSITION:

The Committee shall be comprised of the following:

- **Up to five (5) Ruling Elders**, one of whom shall serve as Chairman
- **Recording Secretary** (either a Ruling Elder or another member of the Committee)
- **One (1) Deacon Representative**
- **One (1) Deaconess Representative**
- Up to **seven (7) members-at-large** from the congregation whose names have been approved by both the Committee and Session.
- **Associate Pastor for Shepherding and Visitation** (ex-officio)
- **Office Manager** (ex-officio)

The total number of active Session members and full-time staff members on the Committee shall not exceed 50% of the Committee's total membership.

Senior Pastor: The senior pastor is an ex-officio member of this Committee. He may attend regular and/or special meetings as necessary. Because the senior pastor is an ex-officio member of all standing Session committees of Westminster Presbyterian Church, his attendance does not affect the above Committee membership composition, nor does it count toward determining a meeting quorum.

Term Limits: Unless otherwise determined, Committee members serving as members-at-large shall serve up to two (2) consecutive three-year terms before a mandatory one-year furlough.

GOVERNANCE:

Meetings of the Committee shall be conducted according to *Robert's Rules of Order*. A simple majority (51%) determines the Committee's action; however, a super-majority (80%) is preferred. The Committee's quorum is 50% of the members.

Ex-Officio members are members of the Committee by virtue of the position he or she holds. Ex-officio members of the Committee shall have full voting rights as term-limited members, and their attendance at Committee meetings counts towards determining a quorum.

PURPOSE:

The Membership Care Committee exists to provide spiritual welfare of all members of Westminster Presbyterian Church, in close association with the Pastor of Shepherding and Visitation, and to encourage regular Worship attendance and engagement in the various ministries of the church.

RESPONSIBILITIES:

The Committee facilitates regular contact with non-regularly attending members through Elder-led shepherding care teams, which encourage personal engagement, relationship building, spiritual care, and prayer with the goal of fostering regular worship attendance and engagement in the ministries of the church. The Committee monitors member attendance, spiritual needs, and provides visitation to absent members according to the spiritual guidelines of Shepherding. Through the Shepherding Pastor's regular visits with the homebound, the Committee identifies those needing further encouragement, counselling, and/or practical assistance. The Committee apprises the Session of those who should be transferred or removed from the membership rolls and those who have displayed willful neglect from Worship attendance. The Committee collaborates and communicates with the Deacons, Deaconesses, Home Fellowships, Grief Share, Divorce Share, the Widower's ministry, and the new members.

¹ *Communique*, Volume 21, No. 7 (July 1987), page 3