

ACTIVE MEMBERSHIP PROCEDURES  
FOR  
BAYSIDE PRESBYTERIAN CHURCH

Approved by the Session on 20 December 2016

**BACKGROUND:** Membership in Bayside Presbyterian Church is a joy and a privilege. It is also a commitment to participate in Christ's mission. An Active member is a person who has made a profession of faith in Christ, has been baptized, has been received into membership of the church, has voluntarily submitted to the government of this church, participates in the church's work and worship and promises to be involved responsibly in the ministry of Christ's Church (Book of Order 6-1.04)

Such involvement includes:

- Proclaiming the good news in word and deed.
  - Taking part in the common life and worship of a congregation.
  - Lifting one another up in prayer, mutual concern, and active support.
  - Studying Scripture and the issues of Christian faith and life.
  - Supporting the ministry of the church through the giving of money, time and talents.
  - Demonstrating a new quality of life within and through the church.
  - Responding to God's activity in the world through service to others.
  - Living responsibly in the personal, family, vocational, political, cultural, and social relationships of life.
  - Working in the world for peace, justice, freedom, and human fulfillment,
  - Participating in the governing responsibilities of the church.
  - Reviewing and evaluating regularly the integrity of one's membership, and considering ways in which one's participation in the worship and service of the church may be increased and made more meaningful.
- (Book of Order G-1.0304)

**PROCEDURES:** There shall be a Roll of Active Members as defined above. Session shall delete names from that roll upon the member's death, admission to membership in another congregation or presbytery, or renunciation of jurisdiction. The session may delete names from the Roll of Active Members when a member so requests, or has moved or otherwise ceased to participate actively in the work and worship of the congregation for a period of two years. The session shall seek to restore members to active participation and shall provide written notice before deleting names due to member inactivity. (Book of Order G-302.a)

**RESPONSIBILITY:** The Clerk shall maintain the above Roll of Active Members, as well as any other Rolls required by the Book of Order and any additional Rolls authorized by action of Session. The Clerk shall add and delete Members to and from the Roll of Active Members in accordance with the actions of Session. These additions and subtractions of members must be coordinated with the church secretary who manages the day to day upkeep of church rolls.

During the first Stated Session meeting after the Annual Congregational meeting, Session shall direct the Clerk of Session to conduct a review of the Roll of Active Members to identify those members who have died, moved or have ceased to participate in the work and worship of the Congregation.

Session may establish a Standing Committee or an Ad Hoc working group to assist with such review. The Moderator of this Working Group shall report the findings and recommendations of that review to Session no later than the November stated Session meeting.

Deletion from the Active Roll of Members shall not be recommended unless:

The member has died.

The member has moved or transferred their membership to another church or renunciation of jurisdiction.

The member has requested removal.

The member has moved or otherwise has ceased to participate actively in the work and worship of the congregation for a period of two years.

(Book of Order G-3.02a)

Session shall seek to restore members to active participation and shall provide written notice before deleting names due to member inactivity. The Session shall develop, and maintain a current set of procedures and activities that will enable the Session and the Staff to encourage the identified Member(s) to once again embrace the work and worship of Bayside. The above procedures shall encourage involvement such as detailed in the Background paragraph above and should cover a two year period.

Additionally the Standing Committee or Ad Hoc Working Group shall create two letters:

One letter announcing the Members potential removal from the Roll of Active Members and inviting the Member to return to the work and worship of the Congregation including a status card to fill out and return to the church (Encl. 1).

Another letter, to be used after an unsuccessful two year effort to restore the Member to the work and worship of the congregation, announcing the intention to delete the Member from the Roll of Active Members (Encl.2).

**ACTION:** The above procedures shall be effective January 1, 2017 and annually thereafter.

Enclosure (1) Letter Announcing Pending Removal from the Roll

Enclosure (2) Letter Announcing the Deletion of Member from the Roll

Enclosure (1): Letter Announcing Pending Removal from the Roll

(Bayside Presbyterian Church Letterhead)

Dear \_\_\_\_\_,

You have been missed at Bayside Presbyterian Church! We are very sorry that we have fallen out of touch... Please help us reconnect with you, so that we will know how best to help you and support your calling as a Christian.

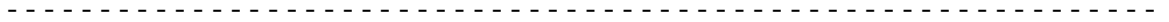
We understand "membership" in the Church of Jesus Christ is a joy and a privilege. It is also a commitment to participate in Christ's mission. A faithful member bears witness to God's love and grace and promises to be involved responsibly in the ministry of Christ's Church. This can take many forms, within the walls of a church and in our homes and neighborhoods. As a church, we have a responsibility to you to help you consider ways in which your participation in the worship and service of the church may be increased and made more meaningful.

*We would like to prayerfully help you live into the privilege and the commitment you have made to Christ's mission. "Membership" and "activity" take on different forms according to circumstance, stage of life, and ability. Whatever your situation, Bayside Presbyterian Church is here for you, and would like to help you discern and carry out your calling as a disciple of Christ.*

If you no longer consider Bayside Presbyterian your church home, please let us know by filling out and returning the enclosed card. If you have found a new church home, we would like to know so we can celebrate with our brothers and sisters in Christ. If you have moved and have not yet found a church home, we would gladly put you in touch with a church in your area.

We embrace the reality that God's inclusion in God's mission is much larger than any constraints we may put on the church as an institution. Perhaps active membership is not for you, but Bayside Presbyterian Church holds a special place in your heart. That's ok – we have family we care about, near and far. We'd still love to know about the joys and concerns in your life, so we can keep you lifted in prayer. Please let us know if we can keep you informed about the life of our congregation – with mailings, newsletters, prayer chain emails, etc...

(Committee member signature)



Please let Bayside Presbyterian know.... (fill out any and all that apply)



- I/we wish to remain members
- I/we would like information on how to get more involved
- I/we would like a pastor or an elder to visit
- I/we wish to have our names removed from the active rolls
- I/we are worshipping elsewhere. Please transfer our membership to \_\_\_\_\_
- I/we would like help finding a new church closer to our home
- I/we want to stay in touch via  E-mail  Mail  Phone

Name(s) \_\_\_\_\_ Phone: \_\_\_\_\_

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

Enclosure (2): Letter Announcing the Deletion of Member from the Roll

(Bayside Presbyterian Church Letterhead)

Dear \_\_\_\_\_,

We have missed you at Bayside and we hope and pray that all is well with you. As a congregation, Bayside Presbyterian is committed to changing lives, growing Christian disciples, and living God's word. As individuals, we live into that vision by regularly connecting to the community of faith through worship, study, and service.

It is the session's responsibility to keep a roll of members who are "actively" taking part in the common life and worship of our congregation. Such active members are committed to bearing witness to God's love and grace and promise to be involved responsibly in the ministry of Christ's Church. Our sincere hope as the spiritual leaders of the congregation is that we can encourage your participation in the worship and service of the church and for your life with us to be made more meaningful.

*We would like to prayerfully help you live into the privilege and the commitment you have made to Christ's mission. "Membership" and "activity" take on different forms according to circumstance, stage of life, and ability. Whatever your situation, Bayside Presbyterian Church is here for you, and would like to help you discern and carry out your calling as a disciple of Christ. All members, affiliates, and friends of the church are invited to participate in the life of the church and are extended the care and instruction we give in Christ's name.*

We have not witnessed your active participation for a period of two years, and so have removed you from the *active roll*. Such removal does not exclude you from any mission or ministry of the church. Active membership is required, however, for you to vote in congregational meetings and to hold office. If you feel that this is an error, that you have circumstances of which we are unaware, or that you would like to become more active in God's work through Bayside Presbyterian Church, please contact a pastor.

We embrace the reality that God's inclusion in God's mission is much larger than any constraints we may put on the church as an institution. Perhaps active membership is not for you, but Bayside Presbyterian Church holds a special place in your heart. We welcome your love and prayers. We'd still love to know about the joys and concerns in your life, so we can keep you lifted in prayer as well. We hope you will stay in touch.

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Clerk of Session