

**Trinity Evangelical Lutheran Church
East Berlin, PA
Policies and Procedures**

Procedure: Annual Membership Review

Date Effective:

1. Purpose: To review our Membership database for the purpose of cleansing and correcting the data, and properly classifying our members' status in conjunction with our Constitution and Bylaws.
 - 1.1. Membership review shall be conducted in February of year for the preceding year and completed and submitted to council for the March Council meeting
2. The Membership Review Committee will consist of 3 non-council members approved by council and the Church Secretary
3. Procedure
 - 3.1. Prior to performing the review all church records for contributions and record of communion must be updated in the Church Windows data base
 - 3.2. A listing of all members and their status will be extracted for review by the committee
 - 3.3. Any status changes from active to inactive and reason will be prepared and submitted to council for review
 - 3.4. Prior to moving a member from Active to Inactive status every attempt will be made to re-activate the member through personal contact by the Outreach Committee, Council and/or Pastor
 - 3.5. Only after all attempts have failed to re-activate the member will their status be changed to "Inactive"
4. Definitions – All persons on the roles will be classified as follows:
 - 4.1. Confirmed and Baptized Active Members – Baptized persons who have been confirmed by this congregation , transferred from another congregation, or received by Trinity through the affirmation of faith
 - 4.1.1. Have contributed either monetarily or with service and have communed at least once in last 12 months
 - 4.1.2. Active Members will be Indicated with a status "A" in our membership database
 - 4.2. Voting Members – All members qualifying in 2.1 and subsections above.
 - 4.3. Inactive Members – Members that are Confirmed, Baptized and Affirmed Members of Trinity that have not communed or contributed in last 12 months.
 - 4.3.1. Inactive Members will be marked with a status "I"
 - 4.4. Associate Members – Members retaining membership in another church but wishing to worship at Trinity.
 - 4.4.1. Associate Members are non-voting Members
5. Membership Termination – Members will be marked as terminated under the following conditions
 - 5.1. Death
 - 5.2. Resignation
 - 5.3. Transfer
 - 5.4. Disciplinary action by Council
 - 5.5. Inactivity as defined by the constitution and bylaws.