

Outreach and Welcoming Committee

The Outreach and Welcoming Committee's mission is to help make the Bellingham Friends Meeting visible, welcoming, and informative to all in our community.

Purpose:

The Outreach and Welcoming Committee prepares welcoming materials and introductory brochures; works to make our Meeting accessible and easy to understand for newcomers; provides and monitors the Welcome Cards and follows up with new attenders in person or via postcards, email, or phone calls; plans and helps publicize outreach activities and events; and informs the Meeting of opportunities for action which manifest our Quakerism in the community and/or in concert with other organizations.

Responsibilities:

Weekly

A member of the committee will collect completed Welcome Cards and respond as requested.

Monthly

The committee will:

- meet monthly for two hours or less. Meetings are open to all interested members and attenders.
- keep minutes of its activities and report to Meeting For Worship For Business as needed.

Yearly

In January, a member of the committee will collect and summarize data on the previous year's Meeting attendance from the Greeter portfolio; add the information to the group's contribution to the Meeting's State of Society report; and create a new Attendance Record page in the Greeter portfolio for the current year.

As Needed

The committee will:

- monitor the Meeting's website and make suggestions as needed to the webmaster about ways to make it more accessible to newcomers.
- work with other committees, with individual Friends, and with other organizations as appropriate and possible, to execute outreach-related activities.
- contribute to the Meeting's annual State of Society report.
- publicize Meeting events in local newspapers, radio and other media, as requested, including special events and second hours.
- develop guidelines for the Greeter role, train new volunteer Greeters, and maintain materials in the Greeter portfolio.
- create name tags for Meeting attenders as requested and update/organize the contents of the name tag wallets as needed.
- post announcements of OWC-sponsored activities in the Meeting's weekly E-News and facilitate such events.
- prepare, maintain, and make available various documents to assist both old and new attenders to better understand our Meeting in particular and Quakerism more generally.

Terms and desired composition of committee

The committee members will have two-year, staggered terms. Ideal number of members is four or five. The Nominating Committee is requested to try to ensure that this committee has a balance of seasoned Friends and relatively newer attenders, ideally at least two of each.

**Updated April 2016; Approved by Bellingham Friends Meeting for Business 6/12/2016
Reviewed October 2017**