

## New Members Ministry Group

**Membership:** Chair, Chair-Elect, and at least three 3 voting members.

**Purpose:** To assist in the full assimilation of new members into the life of the church.

**Duties:**

- Interview and write short "bios" of new members for publication in the Highland newsletter.
- Help host Highlights classes and send notes of encouragement between class meetings.
- Help host the Highlights dessert four to five times a year.
- Host the New Member Luncheon two to three times each year.
- Recognize, greet and welcome new and prospective members to Highland.
- Enlist and oversee the Sunday morning greeters.
- Assist in projecting budget needs for the ministry group and maintain the budget for this ministry group.

**Meetings:** Monthly or Bi-Monthly meetings are required.

**Reporting:** Written reports will be turned in to Team Leaders bi-monthly. Recommendations for action will be submitted to the Team Leader one week prior to the Ministry Council meeting.