

First Parish Church of Stow and Acton

Policy on Inactive Members and Roster of Members Maintenance Policy #
026 Revision # 02

I. POLICY STATEMENT

Article 6, Section 4 of the FPC Church Bylaws states that the Clerk of the FPC Board of Trustees is responsible for maintaining “a roster of the members of the church.”

Article 4, Section 4 of the FPC Bylaws states, “The Board of Trustees may establish types of non-voting membership through policy.”

This policy allows the delegation of the maintenance of this roster by the Clerk to the person who has the position of Welcoming and Membership Coordinator, the Parish Administrator, the Minister as Chief-of-Staff, or to the Membership Committee Chair(s).

This policy also establishes the category of “Inactive Members” and allows the Board of Trustees to move members to inactive members as described, and allows the Clerk or other officers of the church in the Clerk’s absence to move members from inactive back into active membership.

II. SCOPE

This policy covers the roster of members which is the list of names and addresses of FPC Members who are eligible to vote on FPC binding decisions. Membership eligibility is covered in the FPC Bylaws.

The roster of members is used by the Board of Trustees to establish a quorum of eligible voters at FPC Annual Meetings and other Special Meetings where the congregation is called to make specific, binding decisions.

The roster of members is also provided to the Unitarian Universalist Association (UUA).

This policy also covers the creation and use of the category of Inactive Member.

This policy does not cover membership data privacy and security. See separate FPC Privacy and Data Security Pa

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III. RESPONSIBILITY

The Clerk of the Board of Trustees is responsible for having a Roster of the members for the Annual Meeting and other Special Meetings, to the UUA, as well as upon request by any member of the Board of Trustees. The Clerk may request the Welcoming and Membership Administrator, Parish Administrator, Minister as Chief-of-Staff, or Chair(s) of the Membership Committee for help with updating and providing the Roster.

Any member who has not participated in church activities nor made a financial contribution within 12 consecutive months may be moved to Inactive Member status by vote of the Board of Trustees. Any member may also request to be moved to Inactive Member status.

The Inactive Members will be separately listed in the Roster, and are members without vote.

Any inactive member who is present for a congregational meeting may be moved by the Clerk back into voting member status, and may vote at that congregational meeting. Any member who has been moved into inactive member status may also be moved back into voting member status at any time by requesting such of the Clerk.

The clerk may request the Welcoming and Membership Administrator, Parish Administrator, Minister as Chief-of-Staff, or Chair(s) of the Membership Committee for help with moving members into and out of inactive member status.

In the absence of the Clerk at a congregational meeting, or in any period where the Board of Trustees does not have a Clerk, the President or highest ranking officer of the Board of Trustees may serve as the Clerk for these purposes, or may designate another member of the Board of Trustees as Acting Clerk

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IV. DEFINITIONS

See the FPC Bylaws for the definition of a member.

An “Inactive Member” is a member without vote, and not counted in the annual certification data provided to the UUA.

V. REFERENCES

Privacy and Data Security Policy
FPC Bylaws as of 2021

VI. APPROVAL SIGNATURES

Helen Rolfe Ham 1/8/21

Originator / Date

On behalf of the Board of Trustees

Katy Weeks 02/01/2021

_____ FPC President /
Date

Revised
On behalf of the Board of Trustees

Brendon Chetwynd 03/16/2026

FPC President/Date