

## **FORMING AND STRENGTHENING A COMMITTEE OR WORKING GROUP**

### **Recruit and welcome new members**

- At the annual Ministry Fair (held on Laity Sunday in October), ask 2 or 3 group members to host a table to share information about your group. Fun snacks or other giveaway can attract people to your table.
- Occasionally make an announcement at a worship service with an invitation to join your committee or working group. Highlight any upcoming events or activities.
- Occasionally prepare a short article for the church e-newsletter to highlight or announce your committee activities and to invite new members to join.
- Periodically someone will inquire about your committee by asking the pastors or including a note on a Sunday communications card. You will be asked to contact the interested person to answer their questions about your committee or group.

#### **Notes:**

- All chairs and co-chairs are nominated and approved, and all Trustee and SPRC members are nominated and approved. But you may recruit members for other committees or working groups.
- Up to nine (9) members can be voting members, but your committee or working group can have more than nine people.

### **Maintain and strengthen your committee or working group**

- Plan for future leadership transitions by mentoring current committee or group members who may want to serve as leader the following year.
- Find out why each member is interested in serving. You could ask all your committee members to fill out a questionnaire at the start of each year or when they join the group. (See sample questionnaire.)
- Lead a planning session once each year to review past accomplishments, brainstorm activities for the next year, and plan specific actions.
- Hold one or two informal get-togethers (such as a potluck at church or someone's home) so members can get to know each other.
- Celebrate or acknowledge each member's birthday.
- Celebrate accomplishments at least once each year.
- Always thank individual members for their participation and work. It is helpful if the recognition is timely, specific, and meaningful to each member.

(Updated 7/28/25)