

January 26, 2009

Name and address

Dear _____,

The membership committee has included your name in a list of persons believed to have become inactive in the life of _____ United Methodist Church. Being inactive means a person has not participated in the life of the congregation in any manner for some time.

Perhaps the information is incorrect; if so, please let us know. If it is accurate we wonder if there is something going on in your life, where assistance from your church family could be helpful to you?

Sometimes people just get out of the habit. If that is the case, please accept this heartfelt invitation to return; you are always welcome here.

If you have found another church home, we wish you well. Please let us know and we will update our church records.

We are available to visit you in your home or the pastor's office. We would welcome a chance to talk with you about these matters.

We look forward to hearing from you.

Sincerely, Christ's and yours,

Secretary, Membership

June 2, 2009

Dear _____:

We are working on a new church directory which we hope will be ready to print by July. We want to serve your needs if you are interested in continuing as a member of our church. In the new directory will be names of the people who are members, and their names will be accompanied by an asterisk. The constituents (people who come and worship, serve, or give to special needs but have not gone through a church membership class or transferred from a United Methodist Church) will be listed without an asterisk.

The policy of the _____ United Methodist Church is that our members are not allowed to be members of other churches at the same time. You may transfer membership (with permission) from one denomination to another. If a person ever withdraws their name for any reason, they may reinstate their membership at any time at their request.

A self-addressed postcard is enclosed for your convenience. Please let us know your intentions concerning your church membership. Thank you for your support and prayers in the past. Your response is needed by _____ for the new directory.

Sincerely,

The Membership Committee
NAMES

Postcard Enclosure

September 16, 2009

Dear _____,

I hope that you are healthy and happy at the time you receive this letter. My hope for every professing member of a church is to find that happiness and to nurture it in the church. Our records indicate that it has been a while since you've attended _____ United Methodist Church regularly. This may be due to life changes, moving, or you may have found another church. In any case, I pray that your life is blessed by the love of a faith community.

If you have transferred to another church, we would like to send a letter of confirmation to your new faith home. On the enclosed card, please put the name and address of the church so that we might send this letter promptly.

If you have not found a new church home you are more than welcome to retain your membership at Pleasant Hill. Since we haven't seen you in a while, I encourage you to come back and see how Christ can become a central focus in your life through the church community. To remind you, our services are at _____ on Sunday mornings.

Know that I care about you and your household and if you need me for anything, please feel free to contact me at the church _____, on my cell _____ or via e-mail _____. I'd be happy to visit with you.

Grace and peace to you in this day!

Pastor _____
_____ United Methodist Church

Response insert:

_____ I wish to retain membership in _____ United Methodist Church.

_____ I have joined another church. Please transfer my membership to

(church name & address)

_____ Please withdraw my membership with the understanding that, at any time in the future, I may have my membership reinstated.

_____ I now live in _____; please recommend a United Methodist church in the area of my new location.

(name)

(address)

September 7, 2009

Dear _____

Sometimes life goes in cycles; our activities ebb and flow, our priorities get re-arranged and then re-arranged again a few years later. Job and family responsibilities cause us to move locations causing dramatic changes in our lives. We know that sometimes people drift in and out of regular church attendance, not because they lack faith, but because their lives have changed.

That's why I'm writing to you today. According to our records, you have moved outside of the Stateline area and we have not seen or heard from you in any significant way for some time. **We have recently converted our computer software and we know that caused some errors in our data.** Perhaps you have already joined another church and we are not aware of it or the information got lost in the database transfer. If that is the case, please let us know so that we can update our files. It is important to us that your spiritual needs are being met.

It is our congregation's policy to make sure our membership records are kept current. According to our church's by-laws, members who have been inactive for two years are to be removed from our membership list. We don't like to remove persons from membership, but we do need to be faithful to our policies. Please return the enclosed postcard indicating your current status.

If, in the future, you find a church near you and wish to transfer your membership, we can re-instate you for the purpose of transfer. If there are truly compelling reasons why you should be maintained as a member of Roscoe United Methodist Church, please let us know. If you return to Roscoe we would love to welcome you back into our fellowship.

It is our prayer that you will continue to grow in your knowledge and love of God through Jesus Christ.

In Christ's Ministry with You,

Senior Pastor

Response card:

Please return before _____

_____ I have joined another church, please remove my name from your membership rolls.

My new church is _____

_____ I do not intend to return to _____, please remove my name from the membership rolls of _____ United Methodist Church.

_____ I have extenuating circumstances, please maintain my membership at _____ MC for the following reasons: _____

Signed _____

Address _____

MEMBERSHIP ROLLS UPDATE

Dear Friends,

We are undertaking an update of our membership rolls in order to assure accurate information on members and friends of _____ UMC. You can help by verifying the information we have on file for you and your family. Thank you for your valuable assistance in this matter.

Grace and peace,
NAME
Administrative Council Chairperson
Fall 20__

- I wish to retain my membership at or remain a friend of _____ UMC - _____.
- I have united with _____ Church in _____
_____ and my name should be removed from the rolls.
- I wish to transfer my membership to the _____ Church located in
(please provide mailing address)_____
- Please remove my name from the church records.
- Please add/remove my name from the church newsletter (circle one)

ALL PERSONS WISHING TO BE INCLUDED IN THE ABOVE REQUESTS SHOULD SIGN BELOW

Present Address/Telephone #: _____ SIGNED _____
 _____ (please print name next to signature)

Date _____