

## ✝ FRONTLINE

# MEMBERSHIP ADMIN CHECKLIST

### SCHEDULE AND BUDGET FOR MEMBERSHIP

*Up to a year before class*

- Work with congregational team to schedule date for Membership Class. Ideally, you should plan out all membership dates for the entire calendar year.
- Once scheduled, ensure that the class dates and times are updated on the Membership landing page ([frontlinechurch.com/membership](http://frontlinechurch.com/membership)) and on your congregation's Membership Registration form.
- Send dates to the creative team so they can make an updated announcement slide with those specific dates. ***This must be requested at least by the start of the quarter in which the class is held.***
- Work with Congregational Executive Pastor (or other designated congregational staff) to determine budget for providing childcare, lunch for the class, and purchasing giveaway items.

### ANNOUNCE UPCOMING CLASS

*Around 4-6 weeks before class*

- At the start of the quarter, ensure the Membership Class is listed on your congregation's Event Card.
- Promote in Happenings at least ***four weeks*** before Membership Class. Example language for Happenings can be found in our communications document [here](#).
- Announce on Sundays at least ***three weeks*** before the class. Announcement examples can be found in our communication document [here](#).
- Ideally, you could set a soft registration deadline for ***two weeks*** before the class. This cushion provides time for participants to work through the homework before the class. But in no way should this deadline prevent people from signing up late.

### ASSIGN TEACHERS

*4 weeks before class*

- Teachers should be assigned to each of the four sessions of the class. In addition, an "emcee" or "tour guide" could set up the class, introduce teachers, and lead through the Next Steps / Q&A.
- Ensure that each teacher is emailed the notes for their session at least ***two weeks*** before the class. Membership Class Teacher Notes can be found on the curriculum landing page [here](#).
- Teachers can review the membership session videos to get an idea of how to teach the material. Those videos can be accessed [here](#).

## REGISTRATION FOLLOW-UP

*Up to 4 weeks before class*

- If someone registers ***more than a month*** before the class, congregational admins should send a follow-up email to confirm their registration and let them know you will get them more information as it gets closer to the class date. A template for this email can be found in our communications document [here](#).
- If someone registers ***within a month*** of the class (or registered early and it is now within a month of the class), congregational admins should send a follow-up email to confirm their registration and give them access to the homework. This email should include the registration link to the Membership Class on Canvas, as well as instructions on how to pick up a physical copy of *A Church For the City*. A template for this email can be found in our communications document [here](#). The registration link to the In-Person Membership Class can be found [here](#).
- Physical copies of *A Church for the City* will be provided to all membership class participants. Ensure that your congregation has an appropriate supply. If you need any more physical copies, please contact Blake Randolph or Aaron Addison directly.

### NOTE: ONLINE MEMBERSHIP CLASS REGISTRATION

- If a person is unable to attend an upcoming in-person class, they can complete the membership class online. These cases must be approved by the congregation.
- Once approved, congregational admins should send a follow-up email to confirm their registration and give them access to the course. This email should include the registration link to the Online Membership Course on Canvas, as well as instructions on how to pick up a physical copy of *A Church For the City*. You can find the registration link to the Online Membership Course [here](#). A template for this email can be found in our communications document [here](#).
- Once the course is completed, they will be directed to fill out the New Member Questionnaire. At that point, continue with “New Member Meeting” step below.

## PREPARING FOR THE CLASS

*Throughout the 2 weeks leading up to the class*

- Work with the congregational Kids Director to schedule and hire childcare, in accordance with Frontline’s Child Protection Policy.
- Purchase two or three giveaway items. The giveaways could be books, gift cards, or movie tickets. Try to keep it local, if possible, to support our city.
- Place any necessary food orders in advance, in accordance with the budget for the class.
- Work with the creative team to get an updated printout or slide with the photos, names, and titles of the congregational team.

- Work with congregational team and elders to schedule New Member Meeting dates in advance, including which elders will be available on which dates. Agree on a New Member Meeting sign-up method and how to communicate that to participants.
- Print a copy of the Teacher Notes to make available to the teachers on the day of the class. Teacher Notes can be found on the curriculum landing page [here](#).
- Print the participant worksheets prior to the class. Participant worksheets can be found on the curriculum landing page [here](#).
- Print sign-in sheets in order to keep track of attendance.
- Work with congregational team to ensure the church is being a good, hospitable host (greeting, engagement, coffee, snacks, tables, atmosphere, lunch, etc.).
- Send follow-up email within ***1 week*** of the class to remind participants of the class and convey any instructions. An example email can be found in our communications document [here](#).

## **CLASS FOLLOW-UP**

*Within 1 week after class*

- Send a follow-up email to thank participants for their time and remind them to complete their homework on Canvas before the New Member Meeting. An example follow-up email can be found in our communications document [here](#).

## **NEW MEMBER MEETING**

*Within 4 weeks after class*

- Share “New Member Meeting Best Practices” with all elders who will be conducting New Member Meetings. Consider printing hard copies for each New Member Meeting as well. That document can be found at our curriculum landing page [here](#).
- Once someone has completed their questionnaire, the congregational admin will be notified via email. Send a copy of the membership questionnaire to the appropriate team who will be doing their New Member Meeting.
- Print off membership covenants and provide pens for the meeting. The membership covenant can be found at our curriculum landing page [here](#).

## **NEW MEMBER MEETING FOLLOW-UP**

*Within 1 week after New Member Meeting*

- Scan signed copies of the membership covenant into CCB and share a digital copy with each new member in a follow-up email. In addition, congratulate them on becoming a member and share any upcoming events pertaining to membership. An example follow-up email can be found in our communications document [here](#).