

## WELCOMING AND ON-BOARDING NEW TEAM MEMBERS

### Medway Community Church

*Committee Chair or Ministry Team Leader,*

*Thank you so much for your ministry leadership! Whenever new team members are brought on board (often in early summer), we want to help make their transition as smooth as possible while positioning these new team members for maximum success. Below is a process we recommend you adapt to your own unique context.*

*In Christ,  
Pastor Travis*

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#### **January**

- Interface with the chair of MCC's Nominating Committee to discuss potential new members.
- Make clear to the Nominating Committee specific needs or skill-sets your team desires.

#### **March**

- Identify the agreed upon individuals for your team that Nominating Committee and the Board of Elders have approved for nomination.
- After Nominating Committee has done so, personally approach your team nominees for a simple meet & greet. Reinforce the Nominating Committee's efforts by expressing your enthusiasm for the individual's participation with your team.

#### **April**

- Send recent meeting minutes to the those who have accepted nomination, and invite any questions or discussion about their new, upcoming role.
- Reinforce significant objectives, initiatives, or challenges your team is currently working on.
- Invite the nominees to sit in as guests at your May meeting.

#### **May**

- Remind the nominees to attend the annual meeting in early June, where they will be included on the slate of nominees approved by the congregation.
- Inform the nominees all dates for your summer meetings, and the likely chairperson/leader for the upcoming ministry year.
- Purchase and deliver to nominees any book/resource your team is currently studying.

#### **June**

- Following the annual meeting, send an official welcome to the new committee/team members.
- Include a reminder of the summer meeting schedule and confirm the new member's availability for attendance.

