

*Approved by Voters  
9-10-12*

## Inactive Procedure

1. An Inactive member of Bethel Lutheran Church is an individual who has not attended a worship service, a Bible Study, a small group event, or any activity of any kind sponsored by Bethel Lutheran Church within the last 60 days.

This classification of people excludes individuals who:

- a) are away at school.
- b) are shut in members or in care facilities receiving pastoral care.
- c) are caregivers to homebound friends or family.
- d) are in rehab, jail,
- e) are seasonal attendees i.e. snowbirds, college students who are members from Bradley
- f) have requested to temporarily relocated but wish to remain on Bethel's roster. This includes those in military service who are deployed or stationed elsewhere.

2. When someone has been flagged as "Inactive" and is not in the above mentioned categories the following procedure will be followed.

- a) The Inactive member list will be reviewed by the pastoral staff. A note will be sent by either a pastor or a person designated by the pastor letting them know we miss them.
- b) The Inactive list will then be monthly reviewed by the Elder Board. A discussion will be held over 1) Whether anyone has seen the listed individuals on the list recently at a church activity 2) Do any Elders wish to contact the individuals on the Inactive member list. 3) Are these repeated names that have an activity attendance level that is consistent in attending less often than the agreed upon 60 days. 4) Are these individuals assimilated into a group of some sort? If not what can be done?
- c) The names of the remaining people on the Inactive member list will then be given to individuals who will hand write letters of encouragement to them.
- d) If there is no attendance within 3 weeks, there will then be a telephone call done by the pastoral staff contacting them for concerns.
- e) After 6 months, if there is still no attendance, an email or hard copied survey will be mailed to the individual on the Inactive member list asking questions on what can be done to improve Bethel's service to them.
- f) After 6 months following this survey, if there are no changes in attendance, the individual will be discussed at the Elders' meeting concerning their membership status being moved from the Inactive list to the Former member list. This means they are off the roster and are listed as inactive, but we still keep their information for further reference.
  - At any time in the process when an individual attends an event they are immediately put back on the active roster
  - For those who show an attendance behavior pattern less than 60 days, but are regular attendees (they come every 7 weeks), a special procedure will be worked out. As of now, we will note their pattern and make adjustments for them.
  - **Every new member welcomed into our Bethel Family will be informed of the covenant being made by Bethel to them.**



