

BOARD POLICY ON STEWARDSHIP

UUCGV STEWARDSHIP COMMITTEE

ESTABLISHMENT AND AUTHORITY: The Board of Directors will annually in January appoint a Chairperson or Co-Chairpersons to lead the stewardship function for the congregation for the next fiscal year. The Stewardship Committee, which is a sub-committee of the Finance Committee, will be composed of five to seven members and may include as many additional persons as may be deemed necessary by the Chairperson to successfully carry out the duties of the committee, as described below. Members of the committee will be appointed by the Chairperson.

PURPOSE, ROLE AND FUNCTION: The Committee's primary purpose and responsibility is the development of a stream of revenue by means of member commitments to fund a significant portion of the cost of carrying out the mission of the organization. The major thrust of this development is the conduct of an annual drive to solicit pledges of financial support. A second aspect of this responsibility is the ongoing activity directed to new members who join at various time of the year to pledge their support. All elements of the Stewardship function shall be conducted in strict accordance with the letter and spirit of the bylaws of the congregation.

PLEDGE DRIVE: The Stewardship Committee is charged with the responsibility to conduct a Pledge Drive to secure the commitment by each member of the congregation to financially support the congregation and its works during the coming fiscal year. A promotional event, which includes a meal, a presentation of the budget to be funded and inspirational presentations, should be included in the drive. The Committee is to make further reasonable efforts necessary to secure financial commitments from the membership, which may include telephone calls, emails, visits and other appropriate follow-up. Follow-up of members who have not returned pledge forms by a specified date will be conducted by Committee members upon assignment by the Chairperson. The Committee will continue its activities to secure commitments from new members as they are added to the rolls during the year.

PLEDGE FORM: The Committee will prepare a pledge form for approval by the Board, which includes guidelines for pledging. Guidelines may include prior year average pledged amounts, per member cost of operations, "fair share" guidelines, tithing examples or any other assistance in pledging as may be approved by the Board.

REPORTING: The Committee will report directly to the Finance Committee at least monthly and will prepare a final report at the conclusion of the Pledge Drive for the Board of Directors. The reports will describe the activities, results, planned future actions, and any problems encountered. Reports of member pledges received will be made to the Treasurer and Assistant Treasurer on a weekly basis. All reports except those to the Treasurers will be purged of member names. The final report of the Pledge Drive will include the average and median pledge, a distribution of pledges by quartile and the number and percent of members pledging and not pledging.

CONFIDENTIALITY: The Chairperson will maintain a record of pledges received and their amounts by member name. Pledge confidentiality is the responsibility of the Chairperson and must be strictly maintained. Access to identifiable pledge data will be limited to the Stewardship Committee Chair and Co-chair, Treasurer and Asst. Treasurer only. Identifiable data will be shared with any others on a need to know basis only, as determined by the Chairperson.

RELATIONSHIPS:

Finance Committee: The Finance Committee oversees the activities of the Stewardship Committee and approve its reports for submission to the board. The Board may request a direct report by the Chairperson at any time.

Treasurers: The Treasurer and Assistant Treasurer work closely with the Stewardship Committee and may request specific data directly from the Chairperson.

Membership Committee: The Membership Committee works closely with the Stewardship Committee by maintaining an up to date membership roster and by providing the names and particulars of new members as soon as they have signed the membership book. Prior to the decision to become a member of UUCG, prospective members will be given a briefing and materials, relating to the basis of financial support of the congregation, as provided for this purpose by the Stewardship Committee.

Congregation: The Stewardship Committee provides the link between the Congregation and its finances. The Congregation places great trust in the Stewardship Committee to assure the continued viability of the organization and the means by which to carry out its mission. The health and future well-being of the church depend in no small measure upon the success of its work.

Adopted August 21, 2012

Motion passed by the Board September 18, 2012 modifying Stewardship Policies

It is not a breach of pledge confidentiality for the Assistant Treasurer, assistants who count the Sunday plate, Janie Pogan as Administrative Secretary, or her assistant to record checks placed in the offering or received by mail.