

Stewardship committee for manual

OPTION #1

Purpose:

We believe that building a positive culture of stewardship in a congregation must be an on-going part of its life. Stewardship most often is defined as financial support of the congregation. We understand that it is that and more. It's about how a congregation and its members care for all that they have been given. Wayne Clark, author of *Beyond Fundraising*, defines stewardship as "the growing, nurturing, promoting, and building of the gifts, call, and spiritual vocation of the congregants of a faith community." The focus needs to be on creating a culture of ever increasing generosity. The shift must be away from simply conducting a successful annual budget to inculcating a sense of commitment to generosity of spirit.

Fundraising emphasizes the need of the recipient; stewardship addresses people's spiritual need to give. Stewardship must precede fundraising.

Charge;

Stewardship is the growing, nurturing, promoting and building of the gifts, call, and spiritual vocation that have been given to us.

The committee should consist of seven members; two co-chairs and 5 trustees. Trustees should comprise of a member of each of the following committees; Finance, Pledge Drive, Membership, Leadership Development and Endowment. Terms should be limited to no more than 3 consecutive years in a row. Past members can serve as many terms as they want as long as there are no new perspective members are denied.

Stewardship has the over-all health of the resources of UUCGT at its focus. This shall include the oversight of several other committees, each with its own members; Pledge Drive, Membership, Leadership Development, Finance, Endowment and Safe Congregations.

Responsibilities;

*Develop and continually refine the process of the annual pledge drive with the goal of creating a viable replacement process for such a Drive.

*Coordinates with the Finance Committee to assure our over-all financial health is sound

*Coordinates with the Endowment Committee to assure the same.

*Coordinates the Membership committee to offer help when needed and to assure that all new members understand the membership requirements pertaining to pledging.

*Coordinates with the Leadership Development committee to assure that the gifts of leaders in positions of leadership responsibility understand the dynamics of the overall health of our community.

*Coordinates with the Safe Congregations Committee and team to assure the overall good health of the congregation.

Members should be active UUCGT members, and understand the overall health and well-being of the congregation. As many members as possible should have some background in financial business, and/or experience on other boards, or places of employment where budgeting, fundraising and financial organization was evident.

Stewardship will give monthly updates on all financial matters to the Board of Trustees

Meetings will be once a month, and more frequent during the pledge drive and budget preparation season.

This committee obviously needs to coordinate with all aspects of UUCGT, as to assure the health and well-being of all assets of congregational life.

PLEDGE DRIVE COMMITTEE

Board selects pledge drive committee members for 2 year commitments – preferably on a rotating basis. Membership should be no less than 5 members.

Finance committee makes sure Pledge drive co-chairs know what the proposed budget amount of income is.

Co-chairs create calendar for the pledge drive

Committee creates and promotes avenues for generous giving, recognizes each pledger and creates a thank you event, cards or some other way to recognize donors.

The Minister supports the timing of the pledge drive with messages about generosity and prosperity from the pulpit throughout the pledge drive

Committee members give weekly updates on the drive that encourage generous giving.

Committee co-chair works with Membership to make sure all new members understand the responsibility of making a pledge.

Committee recognizes members who no longer wish to participate in congregational life and inform the office personnel to take them off our membership lists (send notice to them first)

Chair keeps good records of amounts of pledges along with the Business Administrator (who keeps the 'official' spreadsheet)

OPTION # 2

STEWARDSHIP COMMITTEE

PURPOSE

To plan and implement the annual Stewardship Campaign to fund the UUCGT's operating expenses for the next year, in a way that;

Establishes a standard of giving

Relates funding to the vision and mission of the Congregation

Provides a way for each member and friend to pledge

Recognizes and thanks those who pledge

Is cost effective

Gives feedback to the board and the Finance committee on potential results and final results

Provides feedback to leadership about members' needs.

POLICY

The following are procedures and responsibilities;

Board provides a modest budget for the annual Pledge Drive

Board selects two co-chairs on rotating

Chairs select at least 3 other members for the committee

Set calendar for the annual pledge drive. Coordinate with senior minister, Sunday services committee and Board for appropriate time-tables

Board provides some administrative (office) help for the drive

Co-chairs go over membership list with office administration to assure the membership list is up to date

Prepares a theme, and organizes drive around the theme.

Prepares communication about the drive

Makes sure the Business Administrator gets notification of all pledges

*Business administrator keeps the 'official' pledge amounts. Stewardship should keep their own lists of pledgers

Follows up with those who did not pledge

Passes on records from year to year

*All committee members who have access to the knowledge of pledge amounts must sign a confidentiality agreement.