

## **STEWARDSHIP COMMITTEE CHARTER**

April 15, 2024

### Purpose:

The Stewardship Committee is delegated authority by the Board to plan and implement strong, sustainable stewardship programs grounded in the mission, vision, and annual goals.

### Responsibilities:

The Stewardship Committee is responsible for leading financial stewardship including the design and implementation of the annual pledge campaign. The Stewardship Committee will utilize, maintain, and develop resources from within and outside the congregation, as needed, to implement its pledge campaign goals. The Stewardship Committee may recruit and supervise a Fundraising Team for the specific purpose of organizing and coordinating fundraising events and programs for the benefit of the church.

### Appointment and Duties of the Chair of the Committee

The chair of the Stewardship Committee is elected by the process outlined in the By-Laws. The Chair will facilitate all meetings of the Committee, select members of the committee as they choose or utilize GTS or other resources to recruit members to the committee. The Chair will lead the process of the Committee's decisions and actions.

### Membership:

The Stewardship Committee is composed of at minimum 4 members, and ideally up to 8 members of the congregation, who have experience or interest in stewardship and philanthropy.

The committee may recruit additional volunteers as needed to help with any aspect of the stewardship campaign or to do specific projects within the scope of its work.

### Meeting Frequency

The Stewardship Committee will meet at least once a month in the three months prior to the date of the first stewardship event of the annual pledge drive. It is encouraged that at least one meeting occurs within two months of the end of the annual pledge drive to analyze what worked and what didn't for the sake of improvement in the next fund-raising cycle. One meeting every two months between the time of this meeting for analyzing the past campaign until the next fund-raising cycle begins is encouraged.

Commitment:

Members of the committee commit to participate for at least one two-year term and may serve for up to three terms. Members are expected to attend most Stewardship Committee meetings each year.

Key Tasks:

- Offering financial stewardship education to the congregation.
- Recognizing and celebrating contributions in a variety of ways.
- Telling the story of how contributions are transforming our lives.
- Communicating about how UUCDC'S values and principles are reflected in the use of funds raised by the annual fundraising campaign.

Reporting and Review:

The Committee reports to the Board of Trustees and provides progress reports during the Stewardship Campaign when appropriate and needed as requested by the Board. The Committee also submits a detailed report to the membership at the Annual Congregational Meeting.

Planning of the Annual Pledge Campaign

The Committee is encouraged to think creatively and carefully about the strategy for each annual pledge campaign far in advance of the beginning of the campaign. The Committee is encouraged to utilize the resources of the Minister, Staff, past Committee Chairs, past Board Presidents, members of the Board and Finance Committee, the national and regional offices of the UUA, and any other resource to bring the most effective ideas to bear on each year's annual pledge campaign.

**Adoption of the Charter**

Reviewed by the Committee on 4/15/2024 by Janet Boosz  
[Date] Stewardship Chair

Reviewed by the Board on 4/15/2024 by Marylin Huff  
[Date] Board President