

## UUFA STEWARDSHIP COMMITTEE CHARTER STATEMENT , 16 Dec. 2010

**1. Name of Committee or Group:** UUFA Stewardship Committee

**2. General Purpose:**

\* To provide individuals with connections to UUFA and a way to communicate what they value about UUFA.

\* To shine a light on how important the individual is to the vitality of UUFA.

\* To encourage UUFA members to contribute responsibly to the Fellowship through the Pledge Drive, and to convey to them that their contribution is essential to carrying out the dreams and programs of UUFA.

**3. Membership:** *Specify the size (number of members). How is the committee/group formed (e.g., elected or appointed? If so, by whom?) What are the requirements for committee membership? What is the length of a committee member's service? Can members serve only a set number of years? How are vacancies filled? Is the minister, or other staff, or other leaders, involved in the committee/group (e.g., ex officio members)? Can non-members of UUFA be members of the committee/group? Is there a fixed or maximum number of committee members? What is the selection process if more people are interested than there are slots available?*

Because there is no specified size for this committee there is no problem with having more people than slots available. We feel that there needs to be a minimum of 6 members for the amount of work that needs to be done. Eight members would be even better, ideally from different areas of the congregation. Because this is a standing committee all members have to be voting members of UUFA. Co-chairs are approved by the Board. We have a liaison member from the Board. Currently the Board Treasurer was already a member of the committee when he was made treasurer. He wears two hats now. Ideally he would be liaison and we would have at least two or three more members than we now have. There is no limit on the years of service on this committee. Historically, after serving three years some members may move off the committee.

This committee can't wait for the Activities Fair in the Fall to recruit new members. We need new members beginning in January. We recruit members by asking for help and input from the Board and the Minister to fill committee spots.

We meet with the minister to plan the Sunday Services during the Pledge Campaign.

**4. Leadership:** *What are the leadership roles in the committee/group (chair, secretary, others)? How is/are the leader(s) chosen? What are the responsibilities of the leader(s)?*

There are two co-chairs and someone volunteers to be secretary. The co-chairs prepare the agenda for committee meetings; create a time-line for the Pledge Drive from what emerges from committee discussion; prepare written notices for media publication; see that Pledge Packet material is produced, assembled, and distributed in a timely manner; attend other committee meetings where the Stewardship Committee needs to have a representative present; lead the committee in any other necessary functions that may come up.

**5. Meetings:** *How often does the committee/group meet? How, when and where are committee meetings announced and to whom? (Board? Leadership Council? Congregation?) How are committee meetings run, insuring that they are effective, creative, and community-building? How are decisions made (e.g., majority vote or consensus)? Are committee meetings open?*

This committee meets monthly January through November with the possibility of ad hoc meetings when necessary. Committee meetings are announced via e-mail to its members. This committee sends monthly summary reports to the Board.

The presiding co-chair provides an agenda of items the committee needs to discuss during the course of the meeting. Meetings usually last an hour and all are encouraged to participate in the discussions. We use brainstorming as a method of creating the program. Decisions are made by consensus.

**6. List the specific duties and responsibilities of the committee/group.**

- Initiate and carry out an annual Pledge Drive campaign which includes but is not limited to:
  - Developing a theme for the campaign.
  - Consulting with the Finance Committee and Treasurer to determine the financial goal for the campaign.
  - Contacting UUFA members and friends via printed material as well as electronically and through verbal announcements in the Forum and 11 a.m. Sunday Service.
  - Composing, printing, and assembling Pledge Packets, and seeing that they get to all pledge units.
  - Arranging for pulpit commentaries during the Pledge Drive urging members to participate.
  - Helping Board members contact those who don't respond if necessary.
  - Have an assessment meeting after the Pledge Drive to identify what worked and what did not.
  - Send annual report to the Board
- Build commitment of congregation members and friends to identify with UUFA. We have done this in the past via home visits to all pledging units, developing a UUFA logo and using it on recycling bags, tee shirts and caps, recognizing volunteer efforts.
- Put into action our commitment to be good stewards of our resources – environmental as well as those of UUFA. Examples of that commitment in the past have been: making green choices in our choices of UUFA caps, tee shirts and bags, using recycled paper when we could, purchasing items from our own members and supplies from local businesses and from UU sources.

**7. Annual goals, Objectives:** *State how and when the committee will develop a set of goals for itself. Will the committee annually review its functions and duties?*

The committee will develop a set of goals for itself in the same way it develops its Pledge Campaign. All members will brainstorm content, discuss what emerges as pertinent and

decide by consensus what the final document will say. This will probably be in a regular meeting. Some of it might be conducted by e-mail.

The committee already annually assesses and reviews its functions and duties.

**8. Accountability:** *To whom is the committee or group accountable? (To the congregation? To the Board? To its members only?)*

This committee is accountable to the Board.

**9. Reporting Requirements:** *To whom does the committee/group report? How often does it report?*

This committee reports to the Board and sends the Board monthly summary reports as well as an Annual Report.

**10. Relationship to professional staff and other committees/groups of UUFA:** *State the explicit relationship of the committee/group to each member of the professional staff and to any other committees/groups with which it has an important relationship.*

Congregational Administrator: This committee works closely with the office in preparing the mailings of pledge packets as well as in obtaining up to date information on the pledging membership list as well as timely notices and announcements.

Minister: This committee works with the minister to give input for Sunday Services during the Pledge Drive as well as in recruiting UUFA members to give pulpit commentaries on those Sundays of the drive. This committee also consults the minister if there is a problem or a proposed project that the committee is pondering.

Membership Committee: This committee has a letter of invitation in the Membership Packet urging the new member to be a voting member of the congregation. It hopes to expand its connection with the Membership Committee by jointly sponsoring an on-going volunteer recognition effort. Stewardship needs to maintain communication with Membership to be sure up-to-date pledge information gets included in the 'New Member Packet', and the Membership contact person needs to be up front about the need for pledging.

Finance Committee and Treasurer: This committee consults with these to determine the goal of the Pledge Drive.

Fundraising: This committee intends to participate in the coalition of fund-raising activities groups so fundraising efforts are coordinated.

**11. Communications:** *List in what ways the committee/group communicates regularly with other committees/groups, the congregation, and the wider Athens community. State what presence the committee/group has or would like to have on the Fellowship's web site.*

See #10 above for the list.

This committee would like to have a pledge form on the web site and a statement about the Committee's purpose with an open invitation to new members to join the committee.

**12. What decision-making authority does the committee/group have?** *Does it communicate with groups outside UUFA? Does it represent UUFA outside the congregation? Does it create policy?)*

This committee has authority to make decisions within the committee and about expenditures from within our approved budget.

**13. Spending Authority:** *Does the committee/group have to request approval for any expenditures within its budget? Who will be authorized to sign for the committee/group expenditures against the budget?*

This committee does not have to request approval for any expenditures within its budget. The Board Treasurer pays invoices and reimburses committee members for legitimate disbursements within its budget.