

Charter for the Stewardship Committee of Valley Unitarian Universalist Congregation

I. Purpose and Overall Responsibility

The Stewardship Committee is chartered by and reports to the Board of Trustees.

The mission of the Stewardship Committee is to create a culture of financial generosity at Valley Unitarian Universalist Congregation that will enable VUU to grow and prosper in value to our members and our community.

The responsibilities of the Stewardship Committee are as follows:

1. Conduct the annual Pledge Drive. Calendar the Pledge Drive and recommend to the Board when the pledge year should begin.
2. Develop and maintain a fundraising policy for the Congregation, including but not limited to raising restricted funds for specific projects.
3. Coordinate the scheduling of all VUU fundraisers including Faith Formation fundraisers.
 - a. One important goal is to avoid concurrent fundraisers when possible.
4. Serve in an advisory capacity to anyone wishing to raise money at VUU.
5. Recommend chairpersons for the Pledge Drive, the *FUUNd* Auction, and any Capital Campaign for Board approval.
6. Ensure that all fundraisers are designed and calendared to support the following goals:
 - a. To strengthen a culture of generosity and promote the fiscal health of VUU.
 - b. To maintain traditions that are important to the life of the Congregation as much as practicable.
 - c. To seek out new and creative ways of fundraising that support the principles and purposes of VUU.
7. Provide the Finance Committee and the Board with an estimate of the amounts expected to be raised by fundraisers during the next budget year.
8. Provide the VUU Administrator with an annual written report to be presented to the Congregation at the Annual Meeting.
9. Other duties as assigned by the Board.

II. Composition

1. The Stewardship Committee shall consist of at least four members included in (3) below and any additional members approved by the Board of Trustees.
2. Stewardship Committee members shall serve for three (3) years. There are no term limits for Stewardship Committee members. Any member who wishes to remain on the Committee may request that the Board reappoint them for another term.
3. Representatives from the annual Pledge Campaign, *FUUNd* Auction, Faith Formation, and the Capital Campaign committee (if active) are to be members of the Stewardship Committee. In addition, any group raising in excess of \$2,000 or equivalent value will have a representative on the Stewardship Committee.
4. Whenever practical, outgoing event chairs will remain on Stewardship to provide training and support to incoming committee chairs.

5. Members of the Stewardship Committee serve at the discretion of the Board of Trustees and may be removed by the Board of Trustees at any time for any reason.

III. Vacancies

1. In the event of a vacancy on Stewardship, the Committee shall recommend a replacement to the Board of Trustees for approval.

IV. Meetings

1. The Stewardship Committee shall meet monthly and more frequently as deemed necessary.
2. Stewardship Committee meetings will be open unless a majority of members present move to go into executive session as per Roberts Rules of Order.
3. A quorum shall consist of a majority of the members.
4. A majority of members present shall carry any motion or resolution.

V. Committee Structure

1. At the first meeting after June 30th of each year, the Stewardship Committee shall elect a chairperson from its membership along with a recording secretary. If the Committee has no chair, a convener will be designated to organize the next meeting.
2. The chairperson shall preside at all Stewardship Committee meetings or designate an alternate in their absence.
3. The recording secretary shall make notes of all meetings of the Stewardship Committee and supply a copy thereof to each member of the Committee and to the President of the Board of Trustees.

VI. Funding

The Stewardship Committee will assess funds needed to conduct the Annual Pledge Campaign, the FUUNd Auction, Faith Formation fund raising, Capital Campaign, and any other fundraising activities and submit a budget request.

Board Approved 2/22/2024

Legislative History:

Initial Version approved 2/22/2024