

Stewardship Committee Charter

A. Purpose

The Stewardship Committee will consist of a Chair or Co-Chairs and a flexible number of committee members. The Stewardship Committee will be responsible for fostering and monitoring pledges to the church budget. This will consist primarily of conducting an annual pledge campaign and, at the end of the campaign, reporting the results to the Finance Committee so that a final budget for the next fiscal year can be prepared. The Committee shall also assist pledging during the rest of the year. The Stewardship Committee (SC) will provide the Board with regular updates about its work.

B. Authority

The SC was established as a Board Committee by TVUUC bylaws, Article VII, Section 4, Bullet c, as amended June 09, 2024.

C. Scope

The SC is responsible for executing a fund-raising effort through an annual pledge drive. It will involve the entire congregation, working with the Membership Committee and church staff, and reporting results to the Board and the Finance Committee for final budget creation. The SC will also assist pledging during the rest of the year, outside of the time of the annual campaign.

D. Standard Agenda

- Review of previous meeting minutes.
- Discussion of ongoing campaign activities.
- Coordination with Membership Committee and church staff.
- Planning for upcoming events and communications.
- Addressing any conflicts or issues.
- Assigning tasks and setting deadlines.
- Discuss ways to encourage pledging to the church.

E. Membership

The SC consists of a chair, or chairs chosen by the Board and a flexible number of committee members chosen by the chair(s).

F. Responsibilities of SC Members

- Attend all meetings if possible.
- Participate in open and candid discussions.
- Accept assignments as necessary to advance the work of the SC.

- Disseminate information in one voice outside of the SC meetings.
- Develop and/or maintain an annotated bibliography of general stewardship resources.
- Develop and/or maintain a written plan for the upcoming campaign.
- Maintain confidentiality concerning the financial records of people who pledge to the church.

G. Definition and Confidentiality

- A pledge is a statement, written or electronically, by someone about their plans to give to church operating fund. A pledge may be zero and still be considered a pledge.
- The SC will discuss pledging by members and friends of the church, with a focus on ways to encourage pledging.
- All members of the SC may become aware of individuals who have or have not made a current pledge. However, the exact amount of any pledge will be known only to the Chair(s).

H. Decision-Making Process

When specific decision are to be made, if there is not unanimous agreement, voting will take place to reach a decision. Any conflicts or decisions that cannot be resolved within the SC will be escalated to the Board of Directors for resolution.

I. Measures of Success

- Increased engagement and participation from pledgers.
- Positive feedback from the congregation and Board.

J. Tracking Progress and Accountability

- Regular updates provided to the Board of Directors during the campaign via written minutes of meetings.
- Assigning accountability for specific tasks and goals to SC members.
- Annual campaigns should be completed by May 1 at the latest.

K. Review and Revision

The charter of the SC will be reviewed annually and revised as necessary, with changes approved by the Board of Directors.

L. Meeting Frequency and Duration

The SC will meet as needed with advance notice provided to all committee members. Generally, the SC will begin meeting in September and end in May.