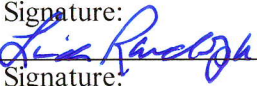


Tennessee Valley Unitarian Universalist Church	Charter: Stewardship Committee	Document No: CH.005.00 Page 1 of 2	
Approved by:	Board of Directors: Linda Randolph	Signature: 	Date: 6/24/12
Approved by:	Chief of Staff: Rev. Chris Buice	Signature:	Date:

A. Purpose of the Charter

This charter describes the membership and responsibilities of the Stewardship Committee (SC) of TVUUC .

B. Authority

The SC was established as a committee of the board and is answerable to that group.

C. Scope

The SC is charged with conducting an annual membership pledge campaign that funds the church budget as determined by the Finance Committee.

D. Membership

The SC consists of a chair or chairs chosen by the board and a small committee made up of church members chosen by the chair(s).

E. Responsibilities of the SC

The SC is accountable to the Board with the following responsibilities:

1. Create a fund-raising campaign in a timely manner that involves the entire congregation.
2. Work with the Membership Committee and church staff to create a list of pledge units among members and friends of the congregation.
3. At the end of the campaign, report the results to the Finance Committee so that a final budget can be created.

F. Responsibilities of the SC Members

1. Attend all meetings if possible.
2. Participate in open and candid discussion.
3. Accept assignments as necessary to advance the work of the SC.
4. Disseminate information in one voice outside of the SC meetings.
5. Develop and/or maintain a Stewardship Manual that provides instruction on the current best practices for conducting a Stewardship Campaign.
6. Maintain confidentiality concerning the financial records of people who pledge to the church.

G. Direction and Control

1. The SC operates under the direction of the Board of Directors and, as such, will provide regular updates during the campaign.

H. Decision Making Process

1. The SC will utilize consensus as the primary decision making method.

I. Meeting Frequency and Duration

1. The SC will meet as needed with advanced notice provided to all committee members.
2. This Charter of the SC continues at the discretion of the Board of Directors and continues until revoked