Policy Location: GSFS - 1 Created: 5/15/2024
Title: Financial Stewardship Team Policy Revised: (date)
Policy Owner: Board of Directors
Associated Documents: Bylaws Article VII.3 Responsibilities of the Board; FGFS – 10 Equity Holding; GSFS – 16 Endowment; SM – 1 Shared Ministry Governance Policy
Last Reviewed:

Policy

Function:

Oversee and review all areas of income and expenditures and advise the Board of Directors on the financial matters of the Church.

Duties:

1) Utilize resources available through the UUA, along with other sources, to reflect on and envision best practices in this program area in service to the mission and goals of the church.
2) Monitor income and expenses:
   a) Review monthly and annual financial reports.
   b) Make recommendations to the staff & Board concerning unbudgeted requests and disposition of unexpected income.
   c) Monitor internal financial operations to ensure compliance with Church policy and procedures.
3) Oversee income generation:
   a) Administer procedure for contacting new members, participating non-members, and nonmember parents with children in religious education regarding a financial pledge.
   b) Oversee and provide support to sub-teams planning annual pledge drive.
   c) Oversee fund-raisers (e.g. auction) and provide support to sub-teams planning fundraisers.
   d) Review and coordinate all fundraising by other committees or groups.
   e) Develop and implement a plan to keep the congregation aware of the benefits of contributing to the Endowment Fund and the methods available to do so.
   f) Monitor congregational patterns of giving to the Church.
4) Work with the Treasurer and staff to develop and recommend the annual operating budget to the Board.
5) Propose and update policies and procedures relating to money of the Church for Board approval.
6) Monitor internal financial operations to ensure compliance with Church policy and procedures.
7) Seek to maximize assets:
   a) Manage all investments in accordance with the Equity Holding policy FGFS – 10 approved by the Board.
   b) Create and manage funds for focused giving (e.g. Endowment, Major Maintenance, Memorial and Commemorative, Memorial Garden, Sanctuary, Human Needs) and inform the congregation about these options.
   c) Assist in educating congregation about methods of giving.
8) Oversee the Endowment Fund:

   a) Pursuant to the GSFS – 16 Endowment Policy established by the Board, the team may hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects manage and control the assets of the Endowment Fund; or it may delegate management of the assets to the UU Common Endowment Fund (Boston).
   b) When the fund balance reaches at least 25% of the current annual budget, any recommendations for distributions from the fund will be submitted to the Board of Directors.
   c) Report to the Board about the Endowment Fund on a quarterly basis and provide a written report to the Congregation at the annual meeting.

9) Participate in long-range planning with the Board:
   a) Establish annual priorities based on the long-range plan.
   b) Create and monitor a plan for capital replacement.

10) Create and provide support to any Financial Stewardship program area subgroups and help to coordinate programming in these areas as needed.

11) Plan and coordinate budget funds for the program area at large and for program area subgroups, with practices of equity to share appropriate funds.

12) Connect church members and friends with opportunities for service and spiritual growth.

13) Gather input and ideas from the Congregation as to how the Financial Stewardship Team-can best serve the church.

14) Complete other duties assigned by the Board of Directors (e.g., policy recommendations, communication with the Congregation, etc.).

15) Work together with church leadership and staff to recommend church members to fill any vacancies on this Program Team as outlined in the Shared Ministry Governance policy.

16) Review policies, procedures and guidelines for this program team and all connected subgroups on a regular basis, or as directed by the Board to ensure that all policies are up to date.

Organization:

1) The Financial Stewardship Shared Ministry Team is made up of one staff member (Finance Coordinator(finance staff member)), two to four members-at-large and a Board liaison (the Church treasurer). The Minister and Board President are ex-officio members.

2) Team member roles are:
   a) Members-At-Large: be prepared to participate fully and reflect on best practices that support the mission and vision of the church.
   b) Treasurer: Reflect on policy and the "larger picture" of church life; serve as a communication link between the team and the Board.
   c) Staff Member: Administer and implement the program area and coordinate subgroups.

3) The members-at-large are recommended by church leadership and staff as outlined in the SM – 1 Shared Ministry Governance Policy and approved by the board. Terms of members-at-large are 2 years and are renewable once unless the Board authorizes an extension.

4) Major decisions on the teams (about goals, program philosophy, policy, etc.) are made by collaborative consensus. When a consensus cannot be reached on a significant matter, a team may either vote for a majority or work with the Board or Minister to find a resolution. Members-at-large, and the Church

Treasurer are voting members of the team. The Finance Coordinator (finance staff member), Minister and Board President are non-voting members.

5) The Treasurer is a non-voting member on all matters relating to the Endowment Fund.
6) Administrative decisions, including coordinating regular operations and any approved spending in support of the Financial Stewardship budget, are managed by the Financial Coordinator (finance staff member).

Procedure

Meetings and Reports:

1. Teams will hold open meetings quarterly and will continue their work between meetings through informal communications or additional team meetings. Larger meetings of all Shared Ministry Program Teams will happen at least annually for sharing and planning.
2. The Finance Coordinator (finance staff member) will coordinate the logistics of meetings as well as communicate pertinent information with other program staff or teams. Agendas will be drafted in consultation with staff and team members.
3. Team members will share documentation or note-taking responsibilities. Notes from meetings will be shared with the Office Administrator for publication on the church website.
4. The Team shall provide a written report to the Congregation at the Annual Meeting.

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