

Unitarian Universalist Fellowship of Newark, Inc. (UUFN)
Job Description for the Stewardship Team

Preamble

The mission of the UUFN is to be a community of spiritual seekers inspired to create a just and compassionate world. To this end, the Stewardship Team works to provide resources to support the community.

Responsibilities

To carry out its mission, the Stewardship Team:

- Recruits members to carry out its work;
- Encourages mindfulness of stewardship throughout the year;
- Runs the Annual Pledge Drive, including doing or confirm who is doing the following:
 - Develop a schedule for the following items:
 - Recruit volunteers to share the work
 - Check with minister on scheduling a sermon on stewardship
 - Draft the solicitation letter
 - Revise/draft the brochure
 - Get budget target from Treasurer/Finance Committee chair
 - ;revise the pledge card/web/Breeze form(s) so they read “Pledge for [next fiscal year]”
 - Confirm who will acknowledge/tabulate the pledges and prepare progress reports
 - Arrange printing of the brochure and letter
 - Obtain stamps, envelopes
 - Arrange and schedule a mailing party
 - Arrange & schedule testimonials for worship services
 - Let Worship Team know when you want them
 - Decide (with Board concurrence) if we will have a Pledge-Palooza (or other event) Party in-person
 - Confirm who will send thank you cards

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- Follow up on people who haven't made a pledge by deadline
- Report pledgers/non-pledgers to Newcomer & Membership Team

The Stewardship Team should also:

- Submit expenses (e.g., travel, printing, postage) reimbursement requests so that UUFN records accurately reflect the cost of operations, and prevent an expectation of self-funding these expenses, which would be a barrier to recruiting volunteers;
- Submit an annual budget request to the UUFN Finance Committee or Treasurer;
- As soon as practicable after learning of unbudgeted financial needs for the Team, inform the Board; and
- Prepare a written report for distribution at the Annual Congregational meeting.

Revision History

Date	Action
07/18/2022	First draft by JR
08/17/2022	First draft by GS
10/05/2022	Revised draft
10/22/2022	Approved by S. Thomas; ready to use