

**Stewardship Procedure**  
**First Unitarian Church, South Bend**  
**Approved December 12, 2007**

The Constitution and By-Laws of First Unitarian Church of South Bend state that in order to fulfill the requirements of membership, every member must make a contribution of record. The Executive Committee of the Board would like to recommend the following:

Six weeks prior to the deadline for reporting membership data to the UUA, the Church Bookkeeper will submit to the Minister and the President a list of those who have not made a financial contribution of record in the last twelve months. The Minister and President will then, with appropriate consultation, determine if any persons on the list have made an in kind contribution of record of time and/or talent and remove those names from the submitted financial list. The remaining names will be submitted to the Board for action on their membership status.

As amended July, 2020

[replaced Church Administrator with Church Bookkeeper in first line]

As amended January 9, 2013

[replaced Treasurer or the Assistant Treasurer with Church Administrator in first line]

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Suggested Time Line

November: Board President and Minister obtain a list of those not making a financial contribution, and determine which persons on the list qualify as making in-kind contributions.

December: List of non-contributing members submitted to the Board and approved for follow-up. Designated persons from the Board follow up by mail or personal contact to determine the desire of non-contributing members to continue (and make a donation) or discontinue membership. Those who do not respond will be dropped from membership.

January: wrap up with Board and give results to Church Administrator, who will file the annual Certification with the UUA in accordance with the report from the Board. Certification must be completed by February 1 (5pm). Certification determines the church's Fair Share for the next fiscal year.

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