Stewardship Procedure
First Unitarian Church, South Bend, Indiana

The Constitution and By-Laws of First Unitarian Church, 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 recommends the following:

Three months prior to the deadline for reporting membership data to the UUA, the Membership Committee, with information from the Church Bookkeeper and Stewardship Committee, 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.

Suggested Time Line:

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

Two months before deadline: 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.

One month before deadline: 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.

Latest Date Approved: August 10, 2026
Previous Date Approved: July 2020