

CEDAR LANE UNITARIAN UNIVERSALIST CHURCH
Operational Procedure

Subject: Solicitation of Funds/Shared Plate
Effective: September, 2014

Number: #117
Approved: Senior Staff

In order to control solicitations of our members for their time and resources, guidelines for the types of requests and frequency have been established.

Procedures:

1. USE OF CHURCH MAILING LISTS

The church membership list shall not be made available to, and shall not be employed by, any organization or individual (other than a Board or Team of the church or the UUA) for the purpose of soliciting funds either directly or indirectly.

Moreover, in the absence of a specific authorization by the Senior Minister or Board of Trustees (BOT), no organization within the church other than the Social Justice Team may solicit funds from the general Cedar Lane membership on behalf of any organization not a constituent part of the Unitarian Universalist Association. All solicitations of funds by the Social Justice Team shall be conducted under the direction and in the name of that team; shall clearly identify the organization or cause on the behalf of which the solicitation is made; and shall not be timed so as to conflict with the church's own annual operating fund pledge drive or any special fund raising activity undertaken under the auspices of the Senior Minister or the Board of Trustees.

Commented [1]: Why are they exempted?

2. SPECIAL COLLECTIONS

1. The SJ Team may, in response to natural disasters, hold up to two special collections per calendar year during Sunday service.
2. The idea to hold such a collection may originate with any church member, but must be approved by the SJ Team and the Minister responsible for Social Justice. This approval may be accomplished electronically.
3. The amount collected and the organization to which it is sent will be conveyed to the congregation via the CLUUC newsletter and web page.
4. Contributions will be recorded as gift contributions and will not be applied to pledges.

5. SHARED PLATE COLLECTIONS;

The Social Justice Team has the responsibility of managing the process for Cedar Lane's "share-the-plate" ministry (a 50/50 split of the proceeds) by authority of the Church's Senior Minister. In addition, the SJ Team is granted two 100 percent collections per year in response to a need for disaster relief. Additional 100 percent collections may be authorized by the Senior Minister or his designee.

FREQUENCY:

Up to 2 times per month, usually the 2nd and 4th Sundays

- Ideally in collaboration with the worship leader for that service (service topic)

RECIPIENTS of the “share-the-plate” ministry must:

- Be a non-profit organization,
- Reflect the Principles of Unitarian Universalism and/or the UUA’s Statements of Conscience in their work, and
- Demonstrate fiscal responsibility and accountability

GUIDELINES.

The SJ Team shall:

- Prioritize organizations in greater need of resources and recognition
- Focus on organizations with whom we have an on-going partnership
- Choose recipients through the following screening process:
 - Grounding–Is the organization’s work grounded in UU values?
 - Accountability–Does the organization have healthy accountability with those it serves?
 - Fit–Is there a match between the congregation’s resources and the opportunity to make a significant difference?
 - Opportunity–Is there a special circumstance that warrants our support at this time?

SELECTION:

- Individual members and friends of Cedar Lane, Cedar Lane ministers and staff, members of SJ task forces, and members of the SJ Team may make recommendations of “share-the-plate” recipients. The SJ Team shall organize and lead the suggestion process. The SJ Team shall choose the recipient if no recommendation has been received for a given Sunday.
- No more than two suggestions per church year by any one individual will be honored.

RECORDING:

The shared plate will be split between the charity and the church collection plate. The donation will be recorded as a gift to the church and will not be applied towards a pledge unless indicated on the check.