

**STEWARDSHIP IN CONGREGATIONS: Roles & Planning Processes**  
Adapted by Laurel Amabile, Director of the Annual Program Fund

**Role of the Minister**

- Be an active and intentional steward, modeling good and responsible stewardship behavior.
- Encourage a discernment process about stewardship in support of the congregation's mission, vision, and strategic planning.
- Preach sermons with stewardship themes regularly.
- Emphasize the importance and value of stewardship as a spiritual practice.
- Incorporate a stewardship message in Sunday services weekly, through invitations to offertory, prayers, promote other opportunities to give.
- Meet regularly with the stewardship team.
- Engage lay leaders in open and honest conversations about the importance of stewardship, giving, generosity, and money—in their lives and in the life of the congregation.
- Take an active role in stewardship in the congregation, including identifying and cultivating major contributors.
- Provide guidance and training for small group ministry facilitators on topics of money, stewardship, and giving.

**Role of the Board**

- Be active and intentional stewards, modeling good and responsible stewardship behavior.
- Take the lead in making financial commitments before asking the congregation to do so.
- Discuss stewardship issues in Board meetings and in the congregation.
- Establish stewardship and fund-raising policies and procedures.
- Set annual stewardship goals in alignment with the congregation's mission, vision, and strategic planning.
- Appoint and guide a stewardship team to serve actively year-round.
- Plan regular opportunities for stewardship education for all ages.
- Provide a variety of ways that congregants can contribute in support of their congregation, its ministry in the wider community, and to its Association.

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- Express appreciation for congregational giving.
- Inform the congregation about how their financial gifts are used.
- Ensure that new members receive clear information about the importance of congregational stewardship.

**Role of the Stewardship Team**

- Be active and intentional stewards, modeling good and responsible stewardship behavior.
- Take the lead in making financial commitments before asking the congregation to do so.
- Plan and establish a year-round, comprehensive stewardship program.
- Plan and implement the annual budget drive campaign that reflects the congregation's mission, vision, and priorities.
- Gather financial commitments from congregants.
- Provide regular updates to the congregation about stewardship, needs, and giving levels.
- Express appreciation and affirmation to all givers for their contributions.

**Role of the Congregation**

- Support the mission and vision of the congregation through a commitment to Unitarian Universalism principles and values.
- Make an annual pledge of financial commitment to the congregation.
- Contribute financial gifts to the congregation on a regular basis.
- Adjust lifestyle and spending habits to make generous giving possible.
- Take an active interest in congregational stewardship, engaging in the work of stewardship through personal reflection, learning, and action.
- Offer time, energy and commitment in ways other than financial.
- Celebrate generosity and successes!