

Faith-to-Action Collections – Policies and Procedures
Social Action Team of the UU Church of Columbia
Approved by SAT Sept. 1, 2019

Definition and Purpose. Periodically, Sunday service offerings are designated as Faith-to-Action Collections for specific causes and groups. The sum of all offerings not designated for some other purpose, are given to the designated recipient of such collections. In this way, UUCC members can collectively show their support for organizations, programs and causes that are actively engaged in addressing need, and bringing social justice to our community. It is a way to project UU values into our community, and to foster connections between the UUCC and social service and justice organizations.

Number and Scheduling. FTA collections are typically taken bi-monthly, year-round. Twenty-one unique FTA recipients are selected each year. For the months of September through May, a single collection is made for each recipient, for a total of 18 unique recipients. Because Sunday service attendance is lower in the summer months, each designated recipient will receive both collections for the month (e.g., Recipient X will receive both June collections, etc.) for a total of three unique recipients in June through August. The minister schedules the FTA collections. The minister, at her discretion, may schedule additional FTA collections.

Selection of Recipients. FTA recipients are selected by the SAT from organizations, programs and causes nominated by members of the congregation. Nominations may be made on-line via the UUCC website, or in written form (Appendix 1).

Selection Criteria. Nominees may be local, regional, national, or international organizations, programs, or agencies that align with our church mission and vision. Preference will be given to local or regional efforts where the congregation has an ongoing working relationship. For non-local efforts, preference will be given to those with an established connection to the UUA, UUSC or a regional UU ministry.

Timeline.

April. FTA nominations are solicited from the congregation for the coming church year, which for this process starts in **September**. Other UU Church teams, as well as nominees from the previous year's FTA process, are specifically notified that nominations are open.

July. Nominees are posted on the UU Church website, so that the congregation can see what organizations and programs have been nominated to date. The posting is updated as needed.

July 15. Initial deadline for nominations. Later nominations will be considered if collection dates are still available.

Late July. FTA representatives of the SAT compile, screen and evaluate the applications.

August SAT meeting. FTA representatives present recommendations to the SAT, which then approves a list of nominees.

Subsequent actions:

- The approved list is sent to the minister.
- All nominators are informed of the status of the organizations they nominated (either approved or disapproved).

- A spreadsheet is sent to the Church Administrator, which includes the organization name, contact person for the organization, address for mailing the check, and nominator's name and email.
- The list is published in the SAT – FTA section of the UUCC website, along with brief descriptions of each organization summarized from the FTA application.
- Additional FTA applicants are reviewed, approved if appropriate, and added in to this procedure, until all available collection dates are filled.

Monthly.

- As organizations come up for the FTA collection, the FTA coordinator from the SAT contacts the nominator or other appropriate liaison with the organization to determine who will make the presentation in the Sunday services.
- The FTA coordinator prepares or obtains a brief statement about the organization for presentation at Forum.
- The Church Administrator posts the recipient names and dollar amounts collected on the UUCC website.
- The Church Administrator prepares a cover letter to accompany the check sent to each recipient (Appendix 2).
- The FTA coordinator maintains contact with both the minister and the Church Administrator regarding FTA recipients, collection dates, and payments, ensuring that everything is well planned, coordinated, and in place.

Appendix 1: FTA application form

Faith-to-Action Nomination for 2019 - 2020

The UUCC Social Action Team is requesting nominations for the Faith-to-Action collection recipients for the 2019 – 2020 church year. The Team is requesting that nominations be submitted by July 15, 2019. If a full set of nominations has not been received by that time, the Team will continue to consider nominations that come in later, but nominations made by July 15 will be given priority.

Nominations can be made by completing a form on the UUCC website or on this paper form available on the same web page or from the Church Administrator. If this paper form is used, put the completed form in the Social Action Team mailbox at the church or mail it to:

Social Action Team, Unitarian Universalist Church, 2615 Shepard Blvd., Columbia, MO 65201.

Selection Criteria:

Nominees may be local, regional, national, or international organizations, programs, or agencies that align with our church mission and vision. Preference will be given to local or regional efforts where the congregation has an ongoing working relationship. For non-local efforts, preference will be given to those with an established connection to the UUA, UUSC or a regional UU ministry.

Name of Nominee:

Nominee's Contact Person:

Nominee's Address:

Nominee's email Address:

Nominee's Website URL:

Nominee's Phone:

What is the nature of the Nominee's work and how does it align with the selection criteria?

What populations does the nominee serve and what needs does it meet?

If the nominee is selected, how should our check be made out?

Name:

Address:

Name and contact information of person making nomination:

Appendix 2: Form letter to recipient organizations

(To be placed on church stationary)

(Date)

*(Name of Recipient agent
address of recipient Organization)*

Dear *(Mr. Ms. Dr., etc.)*

As members of the Unitarian Universalist Church, we are committed to working with others in our community on problems that confront us all. It is from this context that we frequently take collections from our congregation to help support the vital work of selected organizations and programs.

As you may know, *(name of organization)* was selected by our Social Action Team to be a recipient of one of these Faith to Action Collections. The collection for your organization was taken on *(date)* and the amount collected is *(amount)*.

We are deeply grateful for the work that you do and are glad we can help further your work. Thus, on behalf of the congregation of the Unitarian Universalist Church of Columbia, Missouri, and on behalf of our minister, the Reverend Molly Housh Gordon, the Social Action Team of our church is happy to offer the enclosed check for your organization.

Sincerely,

Caya Tanski, chair, Social Action Team

(cc via email to original nominator of the organization for FTA, if known)