

UUFH
Shared Ministry Position Description

Position Title: Endowment Committee Chair/Member **Cluster:** Stewardship

Purpose of Position/Description:

Promote generosity through bequests

Responsibilities:

- To administer and publicize the UUFH Endowment Fund (see ByLaws, Article IX, for details)
- To solicit requests and recommend recipients for the annual portion of the Endowment funds which can be allocated
- To publicize and encourage bequests and lifetime giving from the members of the congregation

When is this ministry performed/Amount of time required:

Varied time required – late winter-early spring is when requests are solicited, and endowment funds are recommended. Publicity should go on year round.

Qualifications:

Discretion, good sense, ability to communicate with various committees about their requests, vision of the needs of the UUFH

Responsible To:

Board of Trustees, Congregation, Stewardship Cluster Coordinator

Training Provided:

On the job training by peers

Support Provided:

Treasurer, Stewardship Cluster Coordinator, UUA material

Board-Appointed?

Bylaws 9.2: The Endowment Committee shall be composed of four members: Three shall be selected by the Nominating Committee for staggered three-year terms, and elected by the Congregation. The Board of Trustees shall appoint one additional member for a three-year term. Committee members shall serve no more than two consecutive terms, but can be re-elected or re-appointed after one year off. The Committee shall elect its own Chairperson, and the Treasurer shall be an ex officio, non-voting member of the Committee.

Length of Commitment (or Term if Board-Appointed):

Three years, staggered (see Bylaws above).

Note: In order to ensure effective succession planning, included herein is the responsibility to have a “trainee” in line for this position who is mentored in the role and to participate in recruiting successors, as necessary.

Benefits:

Satisfaction of seeing funds provided for needed UUFH projects

Prepared by:

Approved by BOT on: [date]