



**UUCE**  
**Combined Campaign 2010**  
Frequently Asked Questions  
**Resource for Visiting Stewards**

**1. How do I respond if a congregant doesn't agree to meet in person for the stewardship visit?**

Your role as visiting steward is to ask them to meet in person, and to let them know they are important to the church and you are happy to make the time available, in fact, you are looking forward to getting to know them better. You can let them know that you understand this may feel uncomfortable since UUCE hasn't done personal visits during the annual budget drive for a number of years. Let them know, that those who have had the opportunity to do personal visits have really enjoyed them, they really aren't scary and while we talk about why our church is important to you, we don't talk specifically about the size of your financial commitment. I won't be making you uncomfortable. Ask them twice, and if they still say no to a personal visit, move on to completing the "visit," likely over the phone. Ask if they have received the brochure, do they have any questions, and then ask them to consider making a fair share financial commitment to support UUCE's operations in the next year.

**2. How does a congregant receive the financial commitment form if I don't meet with them?**

The visiting stewards have the financial commitment forms, so if you do not meet with one of the prospects you have chosen, they won't automatically receive the form. If one of your prospects does not agree to meet, please offer to mail them the financial commitment form, and include an envelope so they can easily return it to the church, and then stay in contact with them until you know the form has been returned.

**3. How much has already been raised toward the capital campaign?**

As of February 1, 2010, we have received 38 gifts/pledges totaling \$808,400 toward our capital campaign goal of \$1.25 million. The gifts/pledges have ranged from \$25 to \$150,000. We are very appreciative of our early donors and the level of generosity.

**4. If I have a card that says "cc," should I ask the congregant to consider making another gift for the capital campaign?**

For the members/families that have already made a gift and/or pledge for the capital campaign, the card that Visiting Stewards will receive when they are assigned that donor will be marked with a "cc." Please do not assume that the congregant will or will not make an additional pledge, payable over the next 3 years, to support the capital campaign. Some who gave early have made their final gift toward the capital campaign and others are considering giving more. Be sure and thank the congregant(s) for their early gift, and ask them if they want to consider an additional pledge. It's fine to indicate that while you know that they have already made a gift or pledge, you do not know the amount or

payment plan.

### **5. Do we stop fundraising when we reach our capital campaign goal?**

If we goal over our goal of \$1.25 million for the capital campaign, we will have more funds sooner to complete renovations at our new church home. The timing of the capital drive is actually perfect. This summer our architect will start the design phase for building renovations. If we have more funds than the minimal amount we need, we can complete more of our “master vision” for our new space, or reduce interest expense on the loan we will be carrying as pledges are paid and we sell our current site.

### **6. Isn't a 15% increase for our annual budget drive pretty steep?**

Some have wondered if our minister and staff will all be getting a 15% increase, and that isn't the case at all. Our expenses continue to be on the frugal side and we appreciate the wonderful dedication of our staff, especially based upon what we can afford to pay them. While we are proud that we are meeting UUA guidelines for fair compensation, the positions are not well paid. The reason for the 15% increase this year is that our church's income decreased dramatically last year. The recession hit many of our congregants hard financially, many of our members had to decrease their pledges and others had to stop giving all together. We made up the budget gap this year with a number of 1-time-only gifts. For the new year, we need to not only raise what we did last year, but we also need to raise through our “regular” drive enough to cover the 1-time gifts, and a bit to cover modest increases in some areas. The board will be working out the details of the budget, based upon the results of the stewardship drive.

### **7. Is it important that we ask everyone to consider making a financial commitment?**

Yes, our success in reaching our goals is dependent upon a high rate of participation. While everyone will not be able to give, we want everyone to be invited to consider a gift. Visiting Stewards are accepting assignments to meet with all of the members and friends that made pledges (aka financial commitments) for the current year. We are also meeting with new members and friends that are “regulars” in our congregation.

If you are interested in taking on additional assignments, please let Brian Lewis or David Green know.

### **8. How should I share compliments and concerns that are shared with me?**

In all congregations that conduct personal visits during the stewardship drive, issues will come up that are concerns about how things are going within the congregation or compliments about specific programs, services, etc. As the Visiting Steward, we ask you to help focus the conversation on the positive things that keep congregants coming back and engaged, and not negative aspects. We also encourage you to redirect compliments and concerns back to the congregant or staff member that is appropriate or to the Committee on Congregational Ministry. Very likely, the congregants you meet with may have participated in the survey completed in December, and now posted on the UUCE website. The Committee on Congregational Ministry is planning to release a report in February that will be available to the whole congregation, prior to the launch of the combined campaign. Questions

regarding the survey and report should be directed back to the Committee, and their names and contact numbers are posted on the UUCE website.

### **9. What if a member cannot give?**

We recognize that some of our members are particularly hit hard during this financial recession. If a congregant feels they cannot give to the combined campaign, they may be reluctant to meet with a visiting steward. We suggest you encourage them to meet so that you can get to know them better and they can feel engaged in the congregation's plans for the future. You can explain that the annual operations of the church cost, on average, \$1,000 per person. Because the capacity to give varies greatly, we understand that some will give much more and some less. The dues to the UUA and PNWD that the church pays annually total approximately \$100 per member. To maintain voting membership status, completing a financial commitment form with a pledge greater than \$0 or giving a gift in the offertory basket (credited back to the member) is required. A pledge of \$1 is just fine if there is a financial hardship. However, congregants that do have the financial capacity to give are encouraged to do their fair share.

If your assigned prospect indicates that he/she is no longer interested in being a member of UUCE or being "on the list" for future annual budget drives, please complete information on the Feedback Sheet so it can be passed along to the Membership Committee.

### **10. Can pledge payments for capital and annual be combined?**

Sorry, but no. The pledges are combined on the financial commitment form, but the payments will need to be separate. Payments for the capital fund go into a different bank account than payments for the church's ongoing operations. Therefore, you can explain that if you pay by check, when making payments for capital or annual pledges, we ask congregants to write separate checks. If you pay by automatic withdrawal from your checking or savings account, we ask you to complete a new electronic payment form for your capital campaign pledge payments, and attach a voided check or savings deposit slip. If a congregant is not currently paying through the direct debit program and wants to start it for both annual and capital payments, two forms are required. If direct debit is already in place for annual and the donor wants to change the amount, a new form is not required, but the office will handle that based upon the amount indicated on the financial commitment form. The form to authorize automatic withdrawal of funds is posted on the church's website if needed.

### **11. Who should I communicate with during the combined drive?**

All visiting stewards are asked to stay in communication with Annual Budget Drive Co-Chairs Brian Lewis ([rustic289@yahoo.com](mailto:rustic289@yahoo.com) or 541-870-6658) and David Green ([jodagr@efn.org](mailto:jodagr@efn.org) or 541-683-9657). Let them know your status in scheduling and completing your visits. Also, connect with them to trouble shoot any questions that come up. You will receive reports from Olga Turner, who is maintaining the master list, so that you know if your assigned congregants have returned their financial commitment form or not to the church office. Remember, it's your responsibility to stay in contact with your prospects until you know the forms have been returned or a decision has been made not to return one.

**12. If a congregant wants to know what they are currently pledging, who do they contact?**

Most congregants remember what they are currently pledging for annual operations and/or for the capital campaign. But sometimes, you may be asked. You can let the prospect know that you don't have that information, but you know who does. For questions on annual pledges or payments, contact one of the Pledge Secretaries, Linda Schultz at fredlins@comcast.net or 541-654-0544, or Rachel Cummings at rachel.cummings@att.net or 541-485-7561. For questions on capital campaign pledges or payments, contact Capital Campaign Treasurer Gil Osgood at giloz@comcast.net or 541-484-1180.

**13. Can gifts restricted to specific items be accepted and should we encourage them?**

No, restricted gifts should not be encouraged. The combined campaign is focused on raising funds for annual operations for next year and for the capital drive in order to purchase the building and pay off the loan. The congregation will have the opportunity to vote on the annual budget for 2010-11 and the capital project renovation plans/budget. Currently, there is no mechanism in place for accepting a gift that the donor restricts to a specific purpose, however, the Capital Campaign Committee is working on a Gift Acceptance Policy that will cover designated gifts should they be made at a future date when specific renovation projects are underway.

**14. Do we need a congregant to fill out two Vanco forms if they want to make automatic withdrawals for both the annual budget drive and the capital campaign?**

Yes. They will need to fill out two forms, one for the annual budget drive payments and one for capital campaign payments, but only one voided check is needed. If you need extra copies of the Vanco forms, they can be printed from the church website at:

<http://www.uueugene.org/finances/AutoWithdrawForm.pdf>

**15. Where do I return the completed pledge forms?**

Please place the completed pledge form in a sealed envelope. The forms can be dropped of in the church office in the Capital Campaign box or mailed to the church office.

**To all the Visiting Stewards:  
Thank you for all your time, effort and enthusiasm.  
We appreciate it very much!**