

UUFSD Policy and Procedure Document
Policy ID: 445
Title: Endowment Committee
Date Approved: January 16, 2024 by the Board of Directors

Purpose

The Endowment Committee is a lay group of UUFSD members that is responsible for soliciting contributions to the Endowment Fund and its sub-funds, fiscally managing the Endowment Fund and its sub-funds, and in managing the annual grant process. The Endowment Fund makes annual grants to Fellowship members and committees, funded by income growth of the fund and subject to the bylaws.

Policy

Responsibilities of the Endowment Committee:

- Soliciting and managing contributions to the Endowment Fund, which may be bequests, cash or securities, or real estate, and educating the congregation about planned giving options.
- Ensuring proper allocation of contributions to the Endowment Fund or its sub-funds, which currently include an unrestricted fund, the Building and Grounds Fund, the Outreach/Service fund and the Music Program fund.
- Soliciting grant applications and managing the grant award process.
- Making an annual presentation to UUFSD at the June Congregational Meeting, holding a vote on proposed grants, and administering the awarding and follow-up of grant funds to grant awardees.

Procedure

- Members of the Endowment Committee are appointed by the Board of Directors and serve three- year terms, which will be staggered to promote continuity, as per the bylaws.
- Report to the Board on an as-needed basis, but generally twice per year.
- The Endowment Committee meets several times per year, as needed, to review the Fund performance, consider grant amounts, and to discuss grant applications, make presentations to the Fellowship.