

**FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN ANTONIO**  
**SHARE THE PLATE PROTOCOL**

*During the 2013-14 church year, interim minister Maureen Killoran and Social Justice co-chairs, Maria Bush and Vicki Tullius, negotiated a process for handling the monthly Share The Plate (STP). This process was revised slightly after a few months' experience in dialogue with STP Coordinator Mary Grace Ketner.*

1. Beginning with the congregational meeting in May, 2014, the congregation votes on which organizations will be recipients of STP in the upcoming year. The slate will have been determined by the Social Justice Committee, seeking nominations from the congregation using a process of its own choosing.
2. With the exception of the months noted below, the third Sunday's offering will be shared with one of the recipients selected by the congregation. Exceptions:
  - a. October – CREF (Community Responsibility Endowment Fund) solicits congregational contributions. This is separate from Share the Plate but there is no additional STP in October.
  - b. December – no STP due to the myriad requests for assistance during the holiday season (including the Christmas Eve service collection which goes to the Minister's Discretionary Fund).
  - c. January – this is handled as a STP, but is directed to the Unitarian Universalist Service Committee in conjunction with its "Guest At Your Table" program.
3. Under the auspices of the Social Justice Committee, the STP Coordinator compiles a grid listing, for each month, the designated recipient organization and the name of the church member (Nominator) who is responsible for providing the STP Coordinator with details about the group for purposes of publicity. The STP Coordinator will also list the recipient organization and nominator on the Worship Grid.
4. Pre-service promotion:
  - a. By the 17th of the preceding month, the STP Coordinator will provide:
    - i. To the newsletter editor – a short article about the designated organization.
    - ii. To the Minister, a bullet list of possible talking points for the Minister's use in introducing the organization. (During Summer services or if the Minister is expected to be away for an extended period, the STP Coordinator will provide the Lay Coordinator with an announcement of approximately 100 words, which will be used to introduce the offering on STP Sunday. A copy of this announcement should also be given to the Minister and the Church Secretary.)

- b. The week prior to the STP, the STP Coordinator will post announcements in Facebook and on the Yahoo announce list.
5. For STP Sunday:
  - a. The Church Secretary will prepare an insert for the order of service that introduces the recipient organization, and will ensure that the Offertory section of the order of service includes reference to Share the Plate.
  - b. The Church Secretary will ensure that a copy of the announcement (see 4.a.ii) is on the pulpit for the Minister's or Lay Coordinator's convenience.
  - c. The Minister or Lay Coordinator (not the STP Coordinator or Nominator) will read the announcement during the service.
6. After STP Sunday, the STP Coordinator will inform the congregation of the amount of contributions received and sent to the designated organization.

*Note - This process, which is understood as a commitment between the STP Coordinator, the Interim Minister, and the Worship Committee, may be renegotiated with Rev. Josh Snyder following the commencement of his ministry in August 2015.*