

FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN ANTONIO
SHARE THE PLATE PROTOCOL

1. Beginning in the Spring [late February-Early March] of each year, the Social Justice Committee [SJC] announces and solicits from the congregation nominations of local charities for Share The Plate benefits. Criteria for placement on the ballot include: organization must be an IRS identified 501 [c][3] entity; the organization must be local to San Antonio; the person nominating must be a member of FUUSA. The Social Justice Committee puts together the ballot and informs the congregation as to the names, descriptions, and nominators of all organizations.
2. At the congregational meeting in May the congregation votes on which organizations will be recipients of STP in the upcoming year. The top six vote-getters will be informed in writing by the SJC of their assigned months. The schedule will be determined by the SJC.
3. Six months will benefit recipients other than the STP:
 - 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. TBD – TFFE also receives the offering in a month of their choosing, again separate from Share The Plate with no additional STP in that month
 - c. 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).
 - d. June – UbarU has historically been granted the month of June for their benefit, also apart from the Social Justice Committee’s STP initiative.
 - e. TBD – Because 2020 Facilities has received plate offerings of four months, which was, as of the May 21, 2023.congregational meeting, reduced to two; those months will be assigned by the Social Justice Committee after other charitable organizations have been assigned.
4. Under the auspices of the Social Justice Committee, the STP Coordinator compiles a grid listing, for each month, the designated recipient, and the amount raised. The STP Coordinator will also list the recipient organization and nominator on the Worship Grid.

5. Pre-service promotion/education:
 - a. By the first Sunday of the month, the STP Coordinator will provide:
 - i. Via Firsttue-announce, 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 Administrator.)
 - b. The week prior to the STP service, the Coordinator will submit announcements to the communications staff for posting in What's Happening, Friday Connection, and Sunday Preview
6. For STP Sunday:
 - a. The Church administrator will ensure that the Offertory section of the order of service includes a reference to the Share the Plate recipient, to whom all cash and undesignated donations will be sent.
 - b. The Church Administrator will ensure that a copy of the announcement (see 5.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.
7. In the month after STP Sunday, when all in-person and on-line donations have been tabulated, the STP Coordinator will inform the congregation of the amount of contributions received and sent to the designated organization. This total will be provided the Coordinator by the Church Administrator.