

PLEDGE FULFILLMENT FOLLOW-UP - PROCEDURE

OUUC members and friends make an annual pledge of financial support to the general fund. Because the church depends on a steady cash flow throughout the year to support our ministries, it is necessary to periodically monitor pledge fulfillment.

At the end of each quarter (or shortly thereafter) the Administrator will email giving statements to each donor with giving recorded for the current year and using an email address on record. Those without email addresses on record will receive giving statements by mail. Those who have made no payment on a pledge will receive an email or letter reminding them of their pledge commitment and offering help with setting up a payment plan.

Two weeks after the statements have been sent, the Administrator will contact a designated member of the Stewardship Team to review the list, flagging those pledge units that need additional follow-up. Follow-up will be based on changes in giving patterns or uncertainty about payment method. The Stewardship Team will check with the Minister and/or Pastoral Care Team to find out about mitigating circumstances. Follow-up may include an email, a phone call, or a visit by a member of the Stewardship Team, Minister, or Pastoral Care Team.

