

FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN ANTONIO
SHARE THE PLATE PROTOCOL June, 2023 Revision, rev. 9/2025

Since June of 2015, when a *Share The Plate [STP]* protocol was formalized, no extensive revision was conducted,, despite some changes in practice. The following outlines the process currently in place, and is adopted as the *Share The Plate Protocol*:

1. Beginning in the Spring 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 STP coordinator works with church administration to put together the ballot and inform 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 selected as recipients, assigned months, and then informed in writing by the STP coordinator. The schedule will be determined by the SJC.
3. Six months 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. 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 – the Christmas Eve service collection is designated for 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. Facilities- as of the May 21, 2023.congregational meeting, First UU campus facilities - receives two collections per year, which will be assigned by the STP coordinator 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 and the designated recipient organization nominator. The STP Coordinator will also list the recipient organization and nominator on the Worship Grid.

5. Pre-service promotion:
 - a. By the first Sunday of the month, the STP Coordinator will provide:
 - i. Via Firsttue-announce, a short announcement with information about the designated organization. There may follow a second article in the ensuing week.
 - 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, the STP 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 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 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. After STP Sunday, the STP Coordinator will inform the SJC and the congregation of the amount of contributions received and sent to the designated organization. The final tally will be supplied by the Church Administrator by the first of the subsequent month.