



We Need You!

We need your help in bringing our data-management software system, Breeze, up to its potential of being more complete and accurate in providing pertinent information to our financial and administrative groups. We are looking for two (or more) volunteers from the UUCville congregational membership to join a new and important team: the **Congregational Data Stewards Team (CDS)**.

We thank you for reading on and considering how you can help!

The Stewardship Steering Committee (SSC) recognizes that our ability to successfully steward our congregation's resources is only as good as the data we keep. While we have accomplished much to improve our databases, gaps in data remain.

Therefore, we are looking for two individuals (or teams) who can devote time, energy, enthusiasm and expertise to the curation of Congregational data.

One individual (or team) will serve a largely congregation-facing role; the other will be more internal-facing, working with the Treasurer, the Board, and other key stakeholders.

Together, this duo, or teams, will work to create a robust data management system that will ensure high quality, accuracy, and timeliness around maintaining congregant contact information, membership status, and pledge activity.

Congregational Pledge Minder (CPM)

Congregation-facing position whose functions include:

- Assist needful congregants with making pledges and payments.
- Provide periodic updates to congregants related to their pledges and payments, including quarterly or semi-annual statements.
- Answer questions from congregants.
- Work with the SSC, the Treasurer, and the Communications Committee to develop thoughtful, sensitive, but effective ways to remind pledgers to fulfill their pledges.
- Contact pledgers who have not fulfilled their pledges.
- Confirm that pledges and payments are assigned to the appropriate accounts in Breeze.

Breeze Super User (BSU)

Internal-facing position whose functions include:

- Develop a deep working knowledge of the current church management software Breeze.
- Ensure that congregational pledges and payments are correctly entered into the correct funds (in Breeze).
- Ensure that family units are appropriately connected in Breeze (esp. when last names differ).
- Identify congregants that are not fulfilling their pledges, and provide relevant data to the CPM.
- Keep congregant contact information up to date in Breeze, important in particular for the March pledge drive, when Pledge Drive “askers” rely on the accuracy of the Breeze database for their important roles.
- Work with the Membership Committee to update membership status in Breeze.
- Work with the newcomers welcoming group to accurately enter new members/friends into Breeze.

It is important to identify two or more individuals who can not only perform the above functions with excellence, attention to detail, and good humor but also effectively work together as partners/team.

Characteristics of CDS team members are effective written (electronic) and verbal communication skills, database maintenance skills, perseverance, ability to maintain confidentiality, ability to work both independently and interactively with other church roles, sensitivity to financial and personal stressors that may affect congregants’ abilities to fulfill their pledges.

We remind interested members that the pace of these roles is slow and steady. This is a marathon, not a sprint.

CDS members will work closely with the Stewardship Steering Committee. If one of these positions interests you, please contact [**ssc@uucharlotteville.org**](mailto:ssc@uucharlotteville.org). We look forward to talking with you!