

## Sustaining Contribution Policy

Approved: January 27, 2021

As of the date of the adoption of this policy, the Board of Directors confirms that there are no Dues or Assessments as defined in Section 4.1 of Article 4 of the Bylaws.

As of the date of the adoption of this policy, the Board of Directors confirms that there are no limited membership classes as defined in Section 2.2 of Article 2 of the Bylaws.

This policy replaces in its entirety the *Resolution to Implement Sustaining Contribution Policy*, dated March 18, 2015.

### Definitions

1. The term “Membership Accounts Representative” shall refer to the staff member responsible for maintaining membership accounts in the Congregation’s membership management system.
2. The term “Director of Operations” shall refer to the most senior staff member responsible for the operations of the Congregation.
3. The term “Special Financial Arrangement” refers to an arrangement between a membership unit and the Finance and Budget Committee regarding the Financial Commitments of membership as defined in the Bylaws.
4. The pronouns used in this policy (they, them, their) shall apply to the adult members in a membership unit, whether it be an individual membership or a family membership. An action of one adult member in a membership unit shall be considered an action on behalf of all members in the membership unit.

### Sustaining Contribution Model

1. At least three months prior to the start of the fiscal year, the Finance and Budget Committee shall determine an annual Sustaining Contribution Amount for all membership classes, except for Honorary Members, for the following fiscal year. This amount shall determine the annual proportional increase over the prior year’s Sustaining Contribution Amount.
2. At least two months prior to the start of the fiscal year, a notice will be sent to each membership unit, except Honorary Members, with the following information.
  - The membership unit’s current Sustaining Contribution Commitment;
  - The Sustaining Contribution Amount for their membership class for the next fiscal year, as determined by the Finance and Budget Committee;
  - A request for the membership unit to return to the Membership Accounts Representative their Sustaining Contribution Commitment to the Congregation for the following fiscal year.

- A default commitment amount to be used if the commitment is not returned, which shall be based on the annual proportional increase applied to the membership unit's current Sustaining Contribution Commitment, rounded up to the next whole number of dollars per month.
3. Membership units that fail to advise the Congregation of their Sustaining Contribution commitment for the following fiscal year before the start of the fiscal year shall be deemed to have consented to accept the default commitment amount.
  4. The amount of any Sustaining Contribution Commitment may be changed at any time by any membership unit by notifying the Membership Accounts Representative, the Director of Operations or the Financial Secretary of the change. Such change shall be effective upon notice, but shall not change any commitments prior to the date such notice is received. If a membership unit needs to change a prior commitment, a Special Financial Arrangement must be made with the Finance and Budget Committee.
  5. The specific amount of each membership unit's Sustaining Contribution Commitment shall be held in confidence by the Membership Accounts Representative, the Director of Operations and the Finance and Budget Committee. Anonymized information about sustaining contributions as a whole can be distributed, provided that an individual membership unit's contribution amount cannot be derived from the information.

### **Implementation**

The Finance and Budget Committee shall be responsible for the implementation of this policy, and may develop any forms, guidelines and procedures it deems appropriate to assist in the implementation of this policy.