



UNITED THANK OFFERING

August 13, 2025

Dear Prospective United Thank Offering Board Member,

Thank you for considering serving on the United Thank Offering Board. In 1889, The United Offering was instituted to support innovative mission projects. Eventually, it became known as The United Thank Offering, collecting prayers and grateful offerings of The Episcopal Church in thanksgiving for the many blessings of this life. Since UTO is a venerable institution of the Church, significant dedication on the part of elected members is required to make it run smoothly—both in time and in knowledge. Therefore, we want to provide you with the best information to assist you in your discernment process when applying to be on the Board.

In 2025, the UTO Board awarded \$1.079 million in grants to projects within The Episcopal Church and The Anglican Communion. Because of the responsibility involved in this important ministry, members are dedicated to the work and make significant time commitments to perform the tasks of the Board. The Board has taken great care to produce a job description for individuals who will represent their province on the Board, which we hope will help explain the work of the Board and the skills needed to perform the duties if you are elected. You will find the job description for a Provincial Representative in our Policies and Procedures Manual, linked here. If after reviewing it, you would like to be a member of the Board, please complete the online application form, secure an endorsement from a Church leader who knows you, and submit them to UTO.

Thank you for taking the time to discern if you are called to lead UTO. Please let us know if you have any questions or need further information to support you in your process. You are welcome to contact me, our staff, or any current UTO Board member.

In gratitude,

Karin Elsen
United Thank Offering Board President
KElsen@episcopalnetworks.org

UTO BOARD

Membership Information

➔ Responsibilities

The UTO Board operates virtually. In order to participate fully in the work of UTO members must:

- Possess or commit to learning how to operate a computer, email, and relevant software, especially Word, Excel, Microsoft Teams and Zoom.
- Commit to only using @episcopalnetworks.org email for UTO business because it automatically archives
- Be willing and able to collaborate, communicate, and participate.
- Regularly attend mandatory Board meetings, including meetings held electronically. Unavoidable absences may be approved by the President, but must be limited to no more than 2 each year. A reasonable number of excused absences is expected.
- Select (in conversation with the Executive Committee) and serve on an appointed committee(s). The UTO Board has three working committees:
 - Grant Committee
 - Finance and Archives Committee
 - Formation and Development Committee
- Attend and actively participate in virtual trainings, webinars, and workshops.
- Attend national or regional events on behalf of UTO, as able.

Regarding the UTO Grant Process:

- Participate fully and in a timely fashion on submitted grant application(s) (read, rank, and submit by deadline) during the granting review period.
- Maintain confidentiality and accountability for actions related to grant process and award announcements, especially unresolved issues, until the grant applicants are notified of their status.

➔ Time Commitments

The UTO Board recognizes and gives thanks for the time our Board members contribute to the life of our organization. The full board meets every other month, with committees meeting in-between. All meetings and trainings are held via zoom. Committees meet in person once a triennium (paid for by UTO) and those meetings are scheduled around the needs of committee members and may include a visit to a UTO grant site, these are not required meetings. UTO works to ensure that the workload is manageable and spread throughout the year. The UTO grant application review process is the most intensive period of work during the year and occurs between February and April and committee work is paused during this time to maintain balance in the workload.



The United Thank Offering Board is made up of diverse individuals from across The Episcopal Church who are committed to promoting gratitude and are stewards of the annual UTO Grant Process. Members serve for three year terms on this dynamic, volunteer Board.

✓ Eligibility

- Must be at least 18 years of age and a member of The Episcopal Church and have a letter of endorsement form from a deacon, priest, bishop, or warden of The Episcopal Church.
- Must reside within the geographical boundaries of the Province for which you are applying from for the entirety of your term on the UTO Board.
- Must be interested in promoting gratitude as a practice for individuals, families, congregations, and groups.
- Individuals who are not serving on other Church-wide Boards or from small congregations are encouraged to apply.
- Minorities, young adults, and people who are comfortable working in more than one language are especially encouraged to apply.



Learn More

Please email Heather Melton, UTO Staff Officer with any questions.
hmelton@episcopalchurch.org or visit
www.unitedthankoffering.com



Apply Here



View or fill out the online application here:
https://DFMS.formstack.com/forms/uto_board_application

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