



Local Church Endowment Development Process: Timeline

www.umchurchlegacy.org

Month One

Organizational Readiness-

- ❖ Conduct an internal assessment of church's endowment giving potential.
- ❖ Review the Foundation's checklist for the creation of church endowments.
- ❖ Form Task Force/Ad Hoc Committee to be responsible for this project.
- ❖ Write proposed draft of Mission Statement for the endowment gift program.
- ❖ Prepare timetable that outlines major tasks to be completed (and target dates).

Month Two

Endowment Committee & Policies-

- ❖ Prepare proposed draft of Endowment Charter to circulate to Board of Trustees, Finance Committee, and Administrative Board/Council for review or comment.
- ❖ Prepare draft of Endowment Spending Policy also for circulation to the above.
- ❖ Make changes to drafts as necessary to achieve consensus and endorsements.
- ❖ Work with Nominations Committee to recruit Endowment Committee members, and prepare Resolution to form Committee at regular/special Charge Conference.
- ❖ Prepare formal Resolution to create Endowment Fund and to approve charter at the same (or, alternatively, at next regular/special) Charge Conference.

Month Three

Announcement & Promotional Plans-

- ❖ Begin collaborative work on writing a compelling Case Statement, which must answer the basic question, "*Why should members give to the Endowment Fund?*"
- ❖ Prepare announcement to inform the entire congregation of the establishment of the new Endowment Fund.
- ❖ Design, produce and mail an introductory brochure that provides more specifics on the Endowment Fund, the names of sub-accounts, if and, and types of outright and/planned gifts that will be accepted. [Note: "Q&A" Fact Sheet is useful idea].

Month Four

Planned Gift Identification & Training-

- ❖ Review prior planned gifts to church and also identify existing endowment funds.
- ❖ Provide basic planned giving training sessions for Endowment Committee, church leadership, and appropriate staff members.
- ❖ Develop clear ethical principles/guidelines for church's Planned Giving Program.

Provided by Rocky Mountain Conference United Methodist Foundation, Inc.
www.umchurchlegacy.org (303) 778-6370