

St John's Episcopal Church, Crawfordsville, Indiana

Planned Giving Committee Charter and Plan of Operation

The *Enabling Resolution* approved by the Vestry on June 17, 2015 establishes *The Endowment Fund* for St. John's. It also provides for this Committee and outlines the *Plan of Operation* for the Committee. Five members of the parish, who are in good standing, are appointed by the Vestry to serve staggered three year terms. Members may be re-appointed for a second consecutive three year term after which at least a year's absence from the Committee is required before the member might again be appointed to serve another term. No more than one sitting Vestry member may serve on the Committee. The Rector, Senior Warden and Treasurer are members *ex officio* with voice but no vote. The Treasurer also serves as the Secretary. The Chair of the Committee is elected annually.

The activities of the Committee are governed by the *Endowment Fund Policies and Guidelines*. In general the Committee will carry out the following activities during the year:

Annually

1. Elect a Chairperson at the February meeting to serve for the year
2. Provide orientation for new appointees to the Committee as well as new Vestry members.
3. Review the Endowment Fund *Plan of Operation* and the *Policies and Guidelines* and recommend any amendments for Vestry consideration.
4. Update the Congregation on Endowment Performance at the Annual Meeting.
5. Plan a Stewards of God's Bounty Society appreciation event to be held after Easter.
6. Host at least one Planned Giving Seminar on some aspect of estate planning
7. Prepare budget request each December.
8. Meet with the Treasurer to review electronic and hard copy Donor records.

Quarterly

1. Attend meetings of the Diocesan Investment Committee as desired.
2. Review each quarter's Endowment Funds Account Activity report received from the Diocese and report results to the Vestry at their February, May, August and November meetings.
3. Provide minutes of Committee Meetings to the vestry to serve as activity reports.
4. Prepare an article for the newsletter.

As Needed

1. Maintain confidential records of all gifts and bequests to the various endowment funds.
2. Maintain the Stewards of God's Bounty Society records.
3. Meet as needed to review gifts/bequests compliance with the parish's *Gift Acceptance Policy* and advise the Vestry regarding any action that may be required under the policy.
4. Maintain an appropriate supply of Episcopal Church Foundation brochures on Planned Giving, estate and will planning and other materials the Committee may wish to make available to the congregation.
5. Review the materials used in the newsletter, pew bulletins and other in-house documents to ensure that fresh and timely information is available to the congregation to maintain an awareness of the importance of Planned Giving and the concept of treating St. John's as a member of one's own family in estate planning.
6. Offer guidance to parishioners considering making a planned gift to The Endowment Fund.