

# CHURCH OF THE COVENANT ENDOWMENT COMMITTEE

## MINISTRY PLAN

1. Monitor annually and quarterly the endowment funds of the Church and gifts to the Church, whether restricted or not.
2. Prepare annual and quarterly (where appropriate) reports.
3. Follow the bylaws of the Endowment Committee in each of the reports.
4. To define the benchmarks to be used by the Endowment Committee, consider whether the addition of new investments since the approval of the bylaws and whether that affects in any way the benchmarks to be used by the Committee.
5. Supervise and schedule the annual endowment program for the Church, including a detailed report to be distributed to the congregation in connection with the annual donors meeting or at any other appropriate times, ensuring that all of the information that the session needs to deal with the endowment is provided and to include whether or not each endowment with restrictions has been spent without restriction.
6. Ensure that the restrictions on any gift are followed.
7. Consider whether or not envelopes for gifts to the endowment, particularly the non designated endowment, to be used in the offering plate are made available to all Church Members who wish those envelopes and in whatever number they request – 1, 12 or approximately 52.
8. Present to the congregation a request for trust giving in addition to trusts used in estate planning:
  - a. As coordinated with Stewardship.
  - b. Ask for an endowment part to our next capital campaign.
9. Notify Session what gifts are received by the Church and, where appropriate, the restrictions on those gifts, if any.