

CELEBRATION OF MISSION EVENT INSTRUCTIONS AND GUIDELINES FOR 2019 CELEBRATION OF MISSION EVENTS

MONETARY GIFTS TO THE MISSION MINISTRIES FOR CREDIT

- Monetary gifts from local churches, groups or individuals may be sent to the Conference Treasurer in Charleston as they are generated throughout the year. Use the same remittance forms your church treasurer uses to submit other offerings.
- Monetary gifts may also be brought to the District Celebration of Mission Events.

To Submit Monetary Gifts for Credit

- Make checks payable to "West Virginia Conference Treasurer".
- In order to receive church credit, all contributions **must** be written on a **church check** from the **local church treasurer**.
- Note the **project number** and "**COME**" on the memo line of the check. **NOTE:** All monies raised at the site of the COME event are to be submitted as **Undesignated**.

Project Numbers for Conference Mission Ministries Supported by COME

875	Undesignated Gifts
880	Heart + Hand Outreach Ministries (Formerly CDOM)
881	Ebenezer Community Outreach Center
883	Heart and Hand House, Inc (Philippi)
884	The House of the Carpenter Mission an C&C Ministry
886	Southern District Church and Community Ministry
887	Scott's Run Settlement House
888	Tyrand Cooperative Ministries, Inc
889	Upshur Parish House
892	Volunteers in Mission
893	New Vision Depot

GIFTS OF GOODS

- ↻ Collect (**new**) items on the **NEEDS LIST** for your site's targeted missions. **Please check expiration dates** and discard food items that have expired.
- ↻ If you do not have a Needs List for the projects your district is supporting, contact the project.
- ↻ **HOME-CANNED** foods cannot be accepted. All undamaged, commercially packaged foods are appropriate.
- ↻ **No GOODS** donated will be given a monetary value for church financial credit.
- ↻ If you have collected food, diapers, tools or other items you want to go to a specific project, please mark those items accordingly. (**Refer to the rotation list to see what projects your site is supporting.**)

PLEASE NOTE: The emphasized missions assigned to your district are primarily for the purpose of collecting tangible goods for those projects. Even though cash gifts may be designated for a particular project, the undesignated cash gifts are distributed to provide an equal balance of shares for each of the mission ministries – Church and Community Ministries and New Vision Depot receiving ½ the amount received by the Conference Mission Projects and VIM.

GUIDELINES FOR SITE CHAIRPERSONS BEFORE THE EVENT

- Enlist a large team representing a good cross section of churches to help plan and implement the EVENT.
- Make sure publicity is out: radio, newspapers, posters, Face Book, Twitter, newsletter, web pages, email, etc.
- Local Church Response Forms need sent to all churches in your district. Get the forms back in time to help you plan what will happen the day of the EVENT.
- Check with the District Office to discover the churches that committed to support COME on the **Charge Conference Form**. Remind them of their commitment.
- Secure a site and set the date early for the EVENT and get it on the district calendar.
- Secure extra volunteers for the day of the EVENT.
- If you invite special singers or other entertainment, secure their commitment early.
- Get firm commitments for Set-Up and Clean-Up crews. Don't try to do this all by yourself.
- Enlist a church or church group to carry-in and carry-out tangible items that are brought for the Mission Ministries.
- Prepare a printed program/directory. The MonValley District has a good model.
- Be sure the representatives from the Conference Mission Ministries have contacted you for directions and other needed information. The Conference COME Co-Chairs will notify each Project Director and Church and Community Worker with contact information. **It is their responsibility** to contact you and make you aware of any special needs they have for their display (electric, etc). However, if they do not contact you within a reasonable time, give them a reminder call.

GUIDELINES/TIPS FOR DAY OF EVENT FOR SITE CHAIRPERSONS

- ☑ Have greeters and a handout of the schedule of the day's events for each person in attendance.
- ☑ Have colorful signs to show those attending where worship, entertainment, auction, food, children's activities, etc are located.
- ☑ Provide a setting for worship that is free from distractions of other events.
- ☑ Have table space for the emphasized missions' displays in a high traffic area.
- ☑ Plan for time in the day's schedule for the emphasized missions to tell about their projects.
- ☑ Make sure persons are assigned to help mission directors carry items to their vehicles after the event. (Sometimes elderly volunteers represent the missions instead of the director, since they are assigned to be at two sites the same day.
- ☑ If you need to reach the Conference Co-Chairs during the EVENT call our cell phones:
Belinda Toms – 304-940-0472 Cliff Schell – 304-641-9350

AFTER THE EVENT

- ☺ Smile – you did a great job and your efforts are appreciated.
- ☺ Schedule a meeting with your District Committee to evaluate and discuss the EVENT.
- ☺ Complete the report requested by the Conference Coordinators.
- ☺ Attend any meeting scheduled by the Conference COME Team to evaluate and plan.
- ☺ Encourage local churches to continue sending COME offerings to the Conference Treasurer through December 31.
- ☺ Begin planning for next year while matters are fresh in your mind.

CELEBRATION OF MISSION EVENT FINANCIAL GUIDELINES

- ✚ Before your COME date decide if you need to create an account to deposit money. You may not, if you run your cash funds through the District Office or get a Certified Check or Cashier's Check.
- ✚ Select at least 2 unrelated persons to count and record all money received.
- ✚ All checks are to be made payable to the **WV CONFERENCE TREASURER**.
- ✚ If a check is made payable to the District Office or the District, it must be deposited through the District Office account. Do not deposit it in any other account or cash it.
- ✚ In order for a church to receive credit for a contribution, it must be received in the form of a check made payable to the **WV CONFERENCE TREASURER**, signed by the church treasurer.
- ✚ Churches who bring **checks** to COME are encouraged to list them as "undesigned" but are permitted to designate them for any of the Conference Mission Ministries.
- ✚ All funds raised on the day of the EVENT, such as offerings, food, games, booths, auctions, etc, are reported as **Undesignated Gifts (#875)**.
- ✚ Keep a separate record of cash funds raised on the day of the EVENT for each booth.
- ✚ Keep a separate record of cash gifts from individuals and give them a receipt. Credit all individual gifts for the Mission Ministry requested.
- ✚ Send all funds to the Conference Treasurer. ***Do not send funds directly to any mission ministry.***

✚ **INSTRUCTIONS FOR COMPLETING THE LOCAL CHURCH CONTRIBUTIONS FORM**

1. Before the date of your District EVENT make a list of **local church numbers for your district**. They can be found in the 2018 WV Annual Conference Journal, beginning on page 565 (left column). The Journal is also on the Conference Website at **wvumc.org**.
2. In **column 1** list the name of the local church. List the church number in **column 2**.
3. **Column 3** is for the check number. The local church can only receive credit if it pays on a church check signed by the church treasurer. **Column 4** lists the check amount.
4. In **column 5** list the **project number** of the ministry supported by the gift. Most checks will be for undesigned gifts and will have the **number 875**. However, if a gift is designated for a specific Mission Ministry, place that number in column 5.
5. Complete the **CASH FUNDS** line and total all receipts.
6. Keep a copy of this list for yourself and **send a copy to the Conference Treasurer along with the Remittance Form.**

✚ **INSTRUCTIONS FOR COMPLETING THE INDIVIDUAL CONTRIBUTIONS FORM**

1. List individual names and complete columns as indicated.

✚ **INSTRUCTIONS FOR COMPLETING THE COME REMITTANCE FORM**

1. The remittance form we are using already has the names and account numbers for each of the Mission Ministries supported by the Celebration of Mission Event.
2. Simply fill in the total amount you are remitting for each Mission Ministry.
3. **Do not send cash to the Conference Treasurer.** Convert the cash you have into a certified or cashier's check from the bank or a check from your District Office.
4. The total at the bottom will be the total amount given on checks made payable to the WV Conference Treasurer, plus the check you have provided for all cash receipts.
5. The total on the **REMITTANCE FORM** will match the total on the **LOCAL CHURCH/DISTRICT and PERSONAL CONTRIBUTIONS FORMS**.
6. After making copies of the forms for yourself, **within a week of your EVENT**, send checks along with the Remittance Form and the Local Church/District and Personal Contributions Form to the **WEST VIRGINIA CONFERENCE TREASURER**

PO Box 2469 Charleston, WV 25329 Attn: Receipts Office