

RESPONSE GUIDELINES – MONETARY GIFTS

Celebration of Mission Gifts of Money for credit:

- Monetary gifts from the local church may be sent to the Conference Treasurer in Charleston as they are generated throughout the year.
- Monetary gifts should be checked in at the Celebration of Mission Event site the day of the event.
- Make checks payable to the **West Virginia Conference Treasurer** and send to PO Box 2469, Charleston WV 25329.
- For church credit, **all** contributions **must** be written on a **church check** signed by the **local church treasurer**.
- To mail checks to the Conference Treasurer, complete the conference remittance form and note the project number and "COME" on the memo line of the check.
- Send checks or money orders only to the Conference Treasurer. **Do not send cash.**
- **Please do not** send Celebration of Mission Event money directly to the conference mission ministries. All funds should be sent to the Conference Treasurer.
- **Undesignated giving is preferred**, but if you wish to support a specific project please use the assigned numbers below on your remittance form.

- #875 Undesignated gifts (All Ministries)
- #880 Heart + Hand Outreach Ministries (South Charleston) (Formerly CDOM)
- #881 Ebenezer Community Outreach Center (Huntington)
- #883 Heart and Hand House, Inc. (Philippi)
- #884 House of the Carpenter (Wheeling)
- #886 Southern District Church & Community Ministry – Joanne Davis
- #887 Scott's Run Settlement House (Osage)
- #888 Tyrand Cooperative Ministries, Inc. (Mill Creek)
- #889 Upshur Parish House (Buckhannon)
- #892 Volunteers in Mission-David Stilgenbauer
- #893 New Vision Depot – Sue and Dan Lowther

Undesignated Gifts will be distributed using the following formula:

- ✓ Up to **\$2000** deducted for administrative costs if needed.
- ✓ **10%** of the undesignated gifts total deposited with The United Methodist Foundation for the Conference Mission Projects' Trust Fund.
- ✓ The remaining **90%** will be distributed to provide equal funding for each mission project and Volunteers in Mission.
- ✓ Church and Community Ministries will receive ½ the amount given to Conference Mission Projects and VIM.