

## **Spring Offering Committee Guidelines for Chairman**

1. Congratulations! You've been elected!
2. Go to <https://www.all-of-grace.org/pres/>
3. Under "General" click on "Presbytery Directory"
4. Under "Committees" you will find the following under Spring Offering Committee:  
*"shall consist of the chairmen from each of the following committees: CHEX, Foreign Missions, Christian Education, and Diaconal; shall normally report at the January meeting" (no elections but membership changes as appropriate)*
5. Email presbytery to ask for needs in the presbytery – find out if any of the congregations would like to apply for the spring offering.  
Sample email:  
*Dear Members of the PMO,  
We are taking requests for the Spring Offering to be considered at the January 18th stated meeting of Presbytery. If you would like your church to be considered for this offering, please send me a brief description of the need you are looking for help with and approximate cost of the project. If you have any questions, feel free to contact me.*
6. Once you receive applications, send them to your committee members. Ask them for their recommendations for Presbytery.
7. Final decision needs to be put in the form of a motion for presbytery to approve at the January meeting.
8. Contact approved congregation after presbytery meeting. Send *"Spring Offering Procedure – FOR CONGREGATION"* (Word Document) and *"Spring Offering Mailing – List of Congregations"* (Excel Spreadsheet).

NOTE: It is your responsibility to notify the next Chairman of the Diaconal Committee that he also serves as the Spring Offering Committee Chairman. Send him this document - *"Spring Offering Committee Guidelines – FOR CHAIRMAN"*.

## **Spring Offering Procedure – FOR CONGREGATION**

Congratulations on being selected to receive the Presbytery Spring Offering! The following instructions are to help you promote your need in the presbytery.

1. Design bulletin insert to advertise the need of your church
  - a. Information to include:
    - i. Brief description of project
    - ii. Approximate cost of project
    - iii. Pictures to spark interest and encourage people to visualize to what they're giving
    - iv. Instructions on who to make the check out to. NOTE: Checks need to be made out to each local congregation. (See step 5)
2. Decide how many copies you need to print
  - a. We Calculated the number of copies needed based on the number of bulletins we print for our congregation. We print bulletins for 75% of the total number of members, so we assumed a similar ratio for the Presbytery.
  - b. See the excel spreadsheet, "*Spring Offering Mailing – List of Congregations*" to help your calculations.
  - c. Update current congregation member numbers from current GA Minutes.
  - d. Remember that each page = 2 inserts.
3. Print and cut bulletin inserts
  - a. We recommend hiring it out.
  - b. Hiring it out it needs a lead time of at least 3 days
4. Separate by congregation
  - a. See the excel spreadsheet, "*Spring Offering Mailing – List of Congregations*"
5. Address and mail envelopes
  - a. We used manila mailers for most of the churches with some boxes for the larger churches (Little Farms, New City Fellowship, Redeemer, Harvest)
  - b. We included a cover letter to the pastor/secretary with more information about our project and where to mail the checks.
    - i. Each congregation should make sure that individual checks are made out to their own local church. Once the collection has been taken, each congregation then sends one check to the church receiving the spring offering.
    - ii. Example cover letter:

*Thank you so much for giving to our special need! We have included bulletin inserts for your congregation. Should you need more, please don't hesitate to contact us at XXXX@XXXX. Please make your final check out to "XXXXX Church".*

Sample bulletin insert:

# PILGRIM PRESBYTERIAN

METAMORA, MICHIGAN

Help us beautify the building the Lord  
has blessed us with!

We plan to do some much needed improvements to the exterior of our church building. This includes replacing the deteriorating siding and repairing our bell tower.

We were able to obtain a grant from the Downtown Development Association in Metamora that will pay \$43,000 — 75-80% of the cost of residing the front of our building!

We are seeking to raise money for the remaining balance of \$14,102 and appreciate any assistance the Presbytery can provide.

