



MINISTRY PARTNERSHIP PROGRAM GUIDE

Bringing people and mission together

Presbyterian
FOUNDATION 

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Getting Started



Read through this Ministry Partnership Fund Guide.



Complete the attached Application & submit it to the Presbyterian Foundation.



Install the “*Give Now*” button on your website.



Promote your new online giving methods.



Manage the funds you raise using the Foundation’s online tools.

Welcome

The Presbyterian Foundation's Ministry Partnership program is a simple and easy way to raise and manage funds for your mission or ministry. This creative online solution provides resources to grow support for your mission while relying on a trusted partner to professionally administer and safeguard the funds you raise.

The Ministry Partnership program enables you to:

- Accept online donations via credit/debit cards and electronic funds transfers – both one-time and recurring gifts
- Add a “give now” feature to your website to encourage donations
- Create a profile page to promote your mission
- Acknowledge all gifts automatically, as they are received
- Access and manage your account and donor information online
- Request withdrawals at any time
- Connect more givers by sharing your mission with a larger audience

Web Services

An Online Giving Hub

Presbyterians are generous by nature – we are passionate about mission and give joyfully to the congregations, causes, organizations and projects that touch our hearts and engage our minds.

The Ministry Partnership program offers your ministry a robust suite of online giving and funds management services. At the core of the program is the Presbyterian Mission Exchange – a giving hub with tools to connect donors to mission and facilitate easy online donations to Presbyterian congregations and ministries.

The Presbyterian Foundation processes gifts made through the Presbyterian Mission Exchange’s online tools and ensures they reach their desired recipients. Online fund management tools allow you to:

- Monitor donations and fund balances
- Request withdrawals from funds raised
- Thank donors for their gifts and tell them about the impact of their donations
- Produce giving reports

Ministry Profile Pages

Make the case for your ministry by developing a profile page for each fund you create. Your profile page can include photos and videos, along with your organization’s mission, and your vision for what will be done with the dollars you are seeking. Each profile page includes a “Give Now” button to easily begin the donation process.

Give Now “Button”

A “Give Now” graphic is available for you to add to your organization’s website, e-newsletters, and other online communications. The graphic connects the user to the online donation functions for your ministry. You may choose whether the graphic links to the information page, or directly to the donation form.

Giving Options

Contributions and types of assets

Contributions to your Fund can be made by debit/credit card, electronic funds transfer, wire transfer, check, marketable securities or non-traditional assets. Contributions are accepted at any time from you or others and can be made online or mailed to the Presbyterian Foundation. There is no minimum for contributions.

Online contributions

A simple online form allows users to make donations using credit and debit cards. Donors may also use the form to set up recurring gifts using their credit card or electronic funds transfer (EFT) from their bank account.

Please note: the donor will be entitled to the charitable deduction for the full amount of the donation. The fee assessed for this gift will be the actual fee incurred by the Foundation to process this transaction.

Other types of assets

- For marketable securities, please visit www.PresbyterianFoundation.org for security transfer instructions or contact the Foundation at 800-858-6127, extension 5919.
- For other non-traditional assets, such as real estate, farmland, and business interests, please contact the Foundation at 800-858-6127, extension 5918.

Gifts of all other types of assets will be reviewed by the Foundation prior to acceptance. Once the gift is accepted and received by the Foundation, a gift acknowledgement will be sent to the donor(s).

For wire transfer instructions, please contact the Foundation at 800-858-6127.

Checks may be sent by mail to:
Presbyterian Foundation
200 East Twelfth Street
Jeffersonville, IN 47130.

Fund Management

Opening your Ministry Partnership Fund

A Ministry Partnership Fund can be established by any Presbyterian Church (USA) congregation or ministry aligned in mission with the Presbyterian Church (USA). To establish your Fund, complete the application at the back of this guidebook.

Naming your Fund

The name for your Ministry Partnership Fund is unique for your ministry. You may establish multiple funds to address various projects, such as the *General Offering Fund*, *Outreach Ministry Fund*, *the Music Ministry Fund* or *Youth Ministries Fund*.

While the name you choose for your fund could indicate how the monies will be used, you may also choose to provide a description (the purpose) of the fund. For example a Music Ministry Fund without a specified purpose could be used for any area of your music ministry - to purchase choir robes, update equipment etc. If your Music Ministry Fund is only to be used for concerts performed by your choir you could list that as the purpose.

Please note, the funds raised must be used for the purpose you specify.

Accessing your Fund

As a safeguard, we recommend a minimum of two individuals, such as the pastor and treasurer or clerk of session, be given administrator access to your Fund. You will need to provide the name, position held and email address for your Fund Administrators on your Ministry Partnership Fund Application. These individuals will have online access to information and administrative tools associated with your Fund, and will be the only ones authorized to request withdrawals.

- View information concerning donors to the Fund and the amount contributed.
- Make additional deposits (contributions)
- Request withdrawals
- View Fund Summaries

Investment of Fund Assets

Your Fund will be invested in the Foundation's Money Portfolio. The Money Portfolio seeks to preserve the nominal or par value of assets and to earn income commensurate with money market rates.

A Foundation investment professional is available to assist you with other investment options.

Withdrawals

Withdrawals can be made from your Fund at any time, in whole dollar amounts of \$100 or greater. Withdrawal requests may be submitted online by your Fund Administrator. Notifications of all withdrawal transactions will be sent by email to the Fund Administrator(s). Distributions of funds must be in keeping with the Purposes you establish for your Fund.

Additional Information

You may establish new funds at any time by providing notice to the Foundation.

You may also close your fund at any time by providing written notice to the Foundation.

Gifts to the Fund are irrevocable charitable contributions to the Presbyterian Foundation, with uses limited to your organization for the Purposes you establish.

Donor Communications

Every donation received for your Fund will receive an automatic acknowledgement email from the Foundation. We will maintain all donor records.

The Foundation will provide you with access to the names and contact information of your donors (with the exception of any who have requested anonymity) so that you may also thank them and keep them updated about the ministry and mission to which they have contributed.

Promoting Your Fund

Offering online and electronic giving options opens all kinds of possibilities for growing your mission. To make the most of these opportunities, it's important that you tell your mission story effectively and often – and that you let your constituents know that these new giving options are available.

Use “The Button” Widely

The easiest way to connect people to your Fund is to place the Give Now “button” graphic on your web pages, email newsletters, and other online communication. The Foundation offers a variety of “button” graphics to choose from – or you may create your own. Link the graphic to either your profile page or the donation form. You can use the button:

- On each page of your **website** – especially those where you share information or stories related to the Fund's purpose.
- On **e-newsletters** – use these to remind constituents about the need and vision – and to update them on progress and the impact your ministry is having.
- In your **email signature** – at the bottom of every email you send.
- On your **Facebook** page – and other social networking sites. Use these also to share updates on the fundraising effort and the ministry it supports.

Once is not enough

It takes a while for new information to sink in. Most people need to see or hear a message between seven and twenty-one times before it captures their attention and motivates them to act. Look for appropriate times and places to talk about your online giving options:

- Annual and quarterly giving statements
- Pledge materials
- At the offering time in Worship
- With a minute for mission
- In the church newsletter
- At new member classes and church information sessions

What about the Plate?

More and more Americans find that the only check they write is their offering to the church. Those in younger generations may not even use a checkbook – preferring to handle all of their contributions and bills electronically. When churches pass the offering plate on Sunday morning – they may limit themselves to pocket change from those who feel obligated to put something in, but would give more with an online option.

Why not create a card or token which members who have signed-up for online giving can place in the plate. This has the dual advantage of eliminating feelings of awkwardness among churchgoers – and reminding others of the online giving option as the plate passes. Contact The Hubbard Press for card options at 800-328-3694 or www.pcusa.org/hubbard.

In addition, members will now be able to give whenever they like – 24/7. They may also choose to set up recurring gifts which ensure that their giving continues even on Sundays when they are not able to attend worship services.

Fees and Expenses

Gifts using credit/debit cards will incur a transaction fee to process these gifts. This fee is the actual expense incurred by the Foundation from a third party vendor. This fee can change. As of February 2012, the transaction fee is 2.598% + \$0.26 per donation.

The Foundation will assess a one-time fee on each gift to pay its reasonable and customary costs of operations. This fee helps ensure the continued viability of the Presbyterian Mission Exchange. This fee can change. As of February 2012, the fee is 1%.

Gifts of non-traditional assets may incur additional costs.

Terms and Conditions

The Presbyterian Foundation will establish a fund(s) (collectively referred to herein as “the Fund”) that will make distributions only for the benefit of the Ministry Partner, and Foundation agrees that Ministry Partner’s Christian mission (the “Purposes”) are not contrary to the mission of the Presbyterian Church (U.S.A.) and are inclusive of and consistent with the Purposes for which the Fund is established. Distributions from the Fund to Ministry Partner must be used for the Purposes. This agreement is subject to the following terms and conditions.

Contribution of Assets to the Fund and Use. Ministry Partner acknowledges and agrees that all contributions made to the Foundation are irrevocable charitable contributions to Foundation legally restricted for the benefit of the Ministry Partner, in accordance with the Purposes established by the Partner.

Contributions from Third Parties. Parties other than Ministry Partner may from time to time, give, devise, assign or convey to the Foundation, subject to this Agreement, assets acceptable to the Foundation, and the Foundation shall hold, manage, invest, reinvest, administer and distribute all such assets as part of the Fund. The Foundation shall not be obligated to accept any particular gifts from Ministry Partner or any third party of the Fund.

Distributions of Fund Assets. Foundation may distribute Fund assets only for the benefit of Ministry Partner, provided that at the time of the distribution Ministry Partner’s mission is not contrary to the Presbyterian Church (U.S.A.)’s and is recognized and qualified as a tax-exempt organization under Sections 501(c)(3) and 509(a) (1) and 170 (b) (1) (A) (i) of the Code,

contributions to which are tax deductible under Section 170 of the Code. In the event Ministry Partner ceases to be so recognized or to so qualify, Foundation may distribute Fund assets to another entity in its discretion in alignment with the Fund's established Purposes.

Governing Law and Jurisdiction. This Agreement and all rights and obligations hereunder, including matters of construction, validity and performance, are governed by the laws of the State of Indiana without regard to the principles of conflicts of laws. Notwithstanding, to the extent that the laws of the United States of America applicable to the formation and operation of tax exempt organizations are required to be applied, such laws also apply and govern. Regardless of the place of execution, this Agreement shall be deemed to be a contract made in Clark County, Indiana.

Severability. If any provision of this Agreement or the application thereof to any party or circumstances is invalid or unenforceable to any extent, the remainder of this Agreement and the application of such provision to any other party or circumstance is not affected thereby and is to be enforced to the greatest extent permitted by law.

Trademark. The Foundation and Ministry Partner agree that the use of the other's trademark in all marketing materials and messaging campaigns will be done with the express written approval of the other entity.

Amendment or Termination of Agreement. Any amendment or termination of this Agreement, or the Fund which is the subject of this Agreement, must first be agreed to by Ministry Partner and Foundation. Foundation may amend these Terms and Conditions by providing 60 days notice.

Authority. The signatories of this Agreement warrant and represent that they have the authority to enter into this agreement and bind their respective entity.

At your service

Please mail your completed application to:

Presbyterian Foundation
Attn: Ministry Partnership Fund
200 East Twelfth Street
Jeffersonville, IN 47130

Please contact Brian Pait (bnp@fdn.pcusa.org) or Regina Kimbrough (rdk@fdn.pcusa.org) should you have a question regarding your Ministry Partnership Fund, setting up your congregation page in the Presbyterian Mission Exchange, or inserting the donate button on your website. They may be reached at 800-858-6127.

The Foundation's Senior Ministry Relations Officer, Stephen Keizer, can provide assistance in developing gifts from your members. He can be reached at smk@fdn.pcusa.org, or by phone at 866-317-0751.

Please refer to the *Ministry Partnership Guide* for details regarding your fund with the Presbyterian Foundation. The following information will assist in establishing your fund.

1. Your Information

Church/Organization Name		Tax ID		
Street Address or P.O. Box		City	State	Zip
Telephone	Fax			
Email Address (for church electronic correspondence)		Web Address		
Contact Person Name	Title	Email Address		
Organization's Mission Statement				

2. Ministry Partnership Fund Information

The fund name is unique for your ministry. You may establish multiple funds to address various projects.

Fund's name _____

Fund's purpose _____

Fund's name _____

Fund's purpose _____

Fund's name _____

Fund's purpose _____

3. Fund Administrators

Please assign responsibility for the following fund management activities to the appropriate individual(s).

- View summary information about the fund
- View information concerning donors to the fund and the amount contributed
- Make withdrawal requests
- Access withdrawal history

Name

Position

Email address

Name

Position

Email address

4. Authorization

I certify that each of the persons listed above has been authorized access to the information stated in the Fund Administrator Section checked above.

I further certify that we have read and agree to the Ministry Partnership Program, including the Terms and Conditions, as set forth in this Guidebook.

Authorized Signer (Please print)

Authorized Signature

Telephone

Email Address

Title

Date

Please mail this application and a voided check (from the account to which funds will be deposited) to:

Presbyterian Foundation
200 East Twelfth Street
Jeffersonville, IN 47130