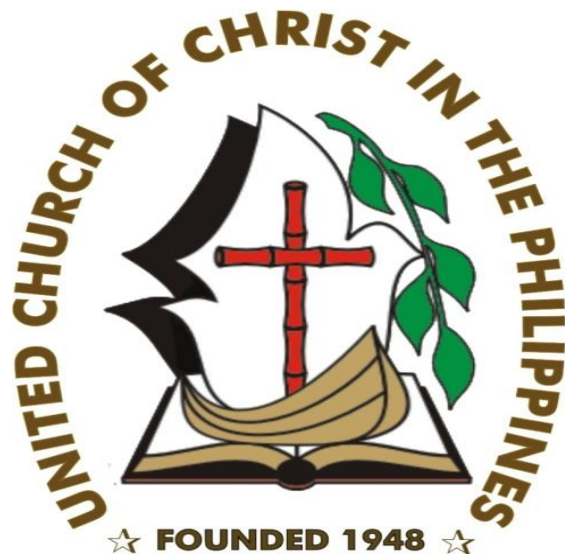


A Resource Material for Stewardship and Church Finance
(For Training Purposes Only)

Stewardship: A Way of Life



United Church of Christ in the Philippines
2003

Introduction

All of us are called to be stewards of God's gifts and the whole of creation. Equipping our constituencies to become faithful, wise and accountable stewards is indeed an enormous task.

Stewardship work is critical in the life of the local church. Hence, this resource material is intended to help the church workers, the finance officers, witnessing stewards, educator-facilitators in the church towards raising the sense of generosity of the members, put to order the finance work to ensure transparency and accountability and various ways and methods of increasing the financial base of the local church. These venues can be on a stewardship and church finance systems installation, retreats, orientation of the visitation teams, consultations and other venues.

These stewardship and church finance resource material contains the UCCP Strategic Plan, Programs and Ministries, Biblical Principles and Concepts of Stewardship to help churches come up with their own plan and provide direction for their stewardship and finance work. It also includes the Stewardship programs, some principles and guidelines and effective methods of raising church finance and samples of financial reports, budget, campaign scripts.

Acknowledgment goes to Edna Orteza, Aie Dacanay, Dodie Capacete, Jane Montenegro, Lydia Niguidula, Amy R. Calumpag, Ventures for Fund Raising, United Church of Christ – USA for their contributions to this Stewardship Manual. Although this is still subject for revision with the reorganization of programs in the national level but we hope this will service its purpose in the capability building program of the churches.

BISHOP ELIEZER M. PASCUA
General Secretary

Table of Contents

Introduction

Training Objectives and Schedule

The UCCP Strategic Plan

Vision, Mission, and Goals

Programmatic Thrust

Manifestations

Church Programs/Ministries

Biblical and Theological Reflections on Stewardship

Stewardship of Worldly Goods by Rev. Dr. Everett Mendoza

Stewardship Sermons by Rev. Dr. Ruth P. Billena

Seven Bible Studies on Stewardship

Bible Study 1: Elijah and The Widow of Zarephath

Bible Study 2: Solidarity Even in Poverty

Bible Study 3: On Tithing

Bible Study 4: The Tax Collector and the Widow

Bible Study 5: The Feeding of the Five Thousand

Bible Study 6: Lives of Selflessness and Generosity

Bible Study 7: A New Partnership

Stewardship and Church Finance Campaign Calendar

Duties and Responsibilities of Financial Secretary, Local Church Treasurer, Auditor and Board of Deacons

Local Church Finance Management System

The Church Operating Budget

Receipts, Collections, Deposits

- Disbursements
- Cash Advances
- Petty Cash Fund
- Wider Mission Support
- Finance and Record Keeping Flow and Forms

Other Stewardship and Church Finance Projects of the UCCP

- Caring and Stewardship Enhancement Ministry (Draft)
- The Great Time of Sharing Project
- The UCCP Card Project
- The UCCP Bookstore Network

Some Principles/Guidelines in Asking for Church Support

- Personal Visit, Consecrating Stewards/Testimonies
- Dedication of Faith-Promise Pledges
- Some Notes of Giving and Asking
- Notes on Communication Process

Worship Resources

A Suggested Local Church Retreat Design

Sample Formats/Scripts

- Sample Local Church Annual Plan
- Detailed Local Church Budget
- Narrative Budget of a Local Church
- Statements of Receipts, Disbursements and Fund Balance (Local Church)
- Statements of Assets, Liabilities and Fund Balance
- Statements of Receipts, Disbursements and Fund Balance (Conference)
- The Pastor's Acknowledgment Letter of Member's Giving
- A Sample Testimony of Thanksgiving by a Witnessing Steward
- Wider Mission Support Campaign Script
- Great Time of Sharing Campaign Script
- UCCP Card Campaign Script
- List of Faith-Promise Pledgors and their Commitments
- List of Local Churches Stewardship Commitments
- Mabinay Stewardship and Campaign Scheme
- Seminar/Training Evaluation Questionnaire

Bibliography/References

Stewardship and Church Finance Ministry Training Design

Theme: Stewardship: A Way Of Life

Training Objectives

Generally, to enrich the life-works of the churches and constituencies of the United Church of Christ in the Philippines through stewardship and church finance ministry.

Specifically,

1. to provide participants the space for
 - reflection and analysis of the biblical stories on stewardship and the sharing of resources
 - deepening the understanding of the theological perspective on stewardship
 - sharing of personal experiences in church finance work
 - building community among themselves
 - promoting an appreciation of the need to foster a basic stewardship consciousness among UCCP members
2. to engage participants in a reflection and discussion on the Strategic Plan of the UCCP and locate the importance of the stewardship and church finance ministry;
3. share the local church finance system and study the UCCP Finance Management System for implementation and adjustments;
4. learn some strategies and methods in increasing the financial base of the church – WMS, UCCP Card, GTS, other Local Church and Conference fund raising activities;
5. discuss possibilities in helping members augment their income or provide employment to those who are unemployed and underemployed;
6. plan for the implementation of stewardship and church finance activities of the local church/circuit/conference in the context of the over-all plan.

Training Duration: Two (2) full days

Registration Fee: Php 65.00 per participant for the Resource Materials

DAY ONE

Opening Worship

- Keynote Address/Message
- Expectations Sharing
- Sharing of Church Finance System in the local church/conference – Receipts, Disbursements
- Budget, Campaign activities on raising funds for the church

Synthesis – Expectations Summary; Commonalities, Differences, Problems, Recommendations on Stewardship Campaign and Church Finance activities

Input/Interactive Presentation on Finance Management System (FMS):

- Review of Church Finance Officers Responsibilities: Treasurer, Financial Secretary, Deacons (refer to Constitution and By-Laws)
- The Operating Budget Preparation based on the Local Church Plan
- Receipts and Collection
- Disbursements
- Petty Cash
- Cash Advance
- Simple Bookkeeping
- Reports Preparation: Balance Sheet, Financial Report

Workshop/Practicum on Finance Management System (FMS)

Preparing a:

- Local Church Budget
- Bookkeeping: maintaining Cash Receipts Book, Cash Disbursements Book, General Ledger
- Trial Balance/Balance Sheet
- Financial Report, etc.

DAY TWO

Morning Praise

- Bible studies on Caring and Giving and Creative Reporting (let the participants count from 1 to 7 and group them into 7 groups. Each group will study one Bible Study Lesson)

Input/Interactive presentations on UCCP Stewardship Projects, Research on Giving and Strategies/methods of campaign and raising church finance:

- The UCCP Stewardship Projects
- The Stewardship Campaign and Church Finance Ministry Calendar
- Some Research and Principles of Giving
- Some Principles on the Art of Asking
- Some Guidelines/Tips on:
 - ☐ Organizing a Home Visitation
 - ☐ Campaigning for Church Giving: Tithes and Pledges (Preparing a Guest Steward Testimony)
 - ☐ Campaigning for Wider Mission Support
 - ☐ Campaigning for UCCP Card
 - ☐ Preparing a Narrative Budget
 - ☐ Organizing Stewardship Retreat

Workshop/Practicum on Campaign/Raising Church Finance

- Home visitation
- Campaign for Church Giving/Local Church Budget Support
- Campaign for Wider Mission Support
- Preparing Testimony on Stewardship of Giving by a Guest Steward
- Campaign for Great Time of Sharing
- Campaign for UCCP Card Project

Planning

How FMS, Stewardship Campaign will be implemented in the local church, conference and monitoring on the Conference level

Closing Liturgy

- Commitment/Dedication of Plans
- Great Time of Sharing Pledging
- Closing Message
- Evaluation of Training

Training Components:

1. Worship – Opening Liturgy and Closing Liturgy, Morning Praise
2. Input/Interactive presentations
3. Bible Study Workshops and Creative Reporting
4. Practicum – Workshops
5. Planning
6. Evaluation

Participants:

Local Church Treasurer, Financial Secretaries, Pastors, Campaign Leaders/Witnessing Stewards, Conference Treasurer, Conference Financial Secretary

The UCCP VMG-Strategic Plan

Vision

The UCCP

A
responsible
empowered
self-reliant
caring
community of Christian believers
committed to the pursuit of a transformed church and society
towards an abundant and meaningful life for all.

Mission

In light of such a vision,
the UCCP commits itself
to the mission of establishing and uniting the community of faith
for the proclamation of the Gospel of our Lord Jesus Christ
towards the transformation of both church and society.

Goals

To strengthen the faith community
To enrich the life-work of communities
where local churches are located
To deepen the impact of its collective response
to societal issues and concerns.



CHURCH MEETINGS ARE BRILLIANT

Goal 1 – addresses our relationship within the faith community at all levels and in all aspects of its life and work – individual, collective, organizational, institutional.



Goal 2 – speaks of the relationship of the local churches with the communities where they are situated, and where issues are more effectively and meaningfully addressed.



Goal 3 – reflects the relationship of the whole UCCP with issues and concerns that affect the life-work of the whole nation, the global community and all of creation.

Programmatic Thrusts

Rootedness

being anchored on the Christian faith

Identity

knowing who we are, what we believe
having a sense of meaning and pride in this identity

Unity and Solidarity

having a sense of belonging to a larger community of faith

Fruitful Life-Work

living out the fruits of the Spirit in word and deed



FRUITFUL LIFE-WORK



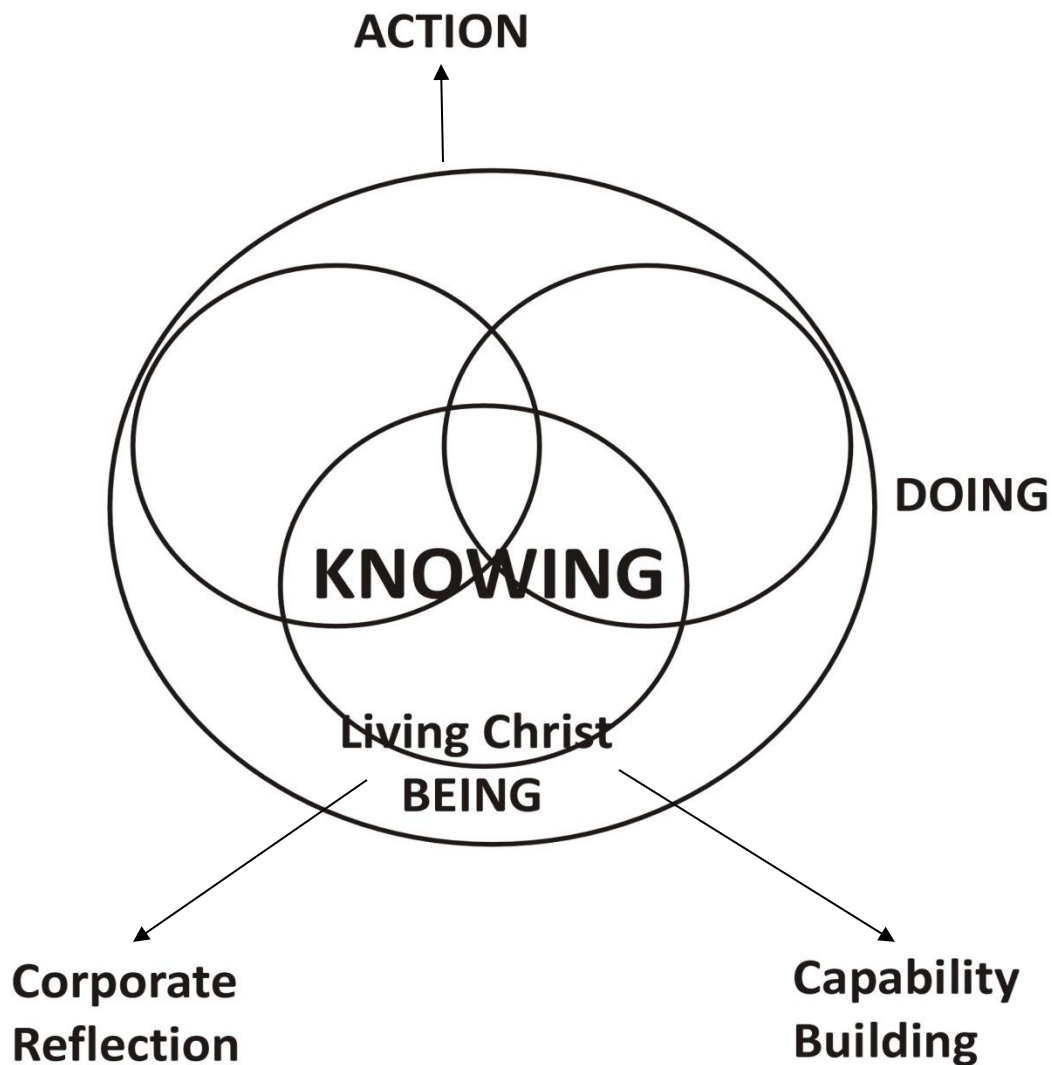
**U
N
I
T
Y**

**S
O
L
I
D
A
R
I
T
Y**



IDENTITY
ROOTEDNESS IN THE CHRISTIAN FAITH





Manifestations

Harmony and Unity
Renewed spirituality
Understanding of key beliefs, vision, mission, goals
Sharing and adherence to gospel values – love, justice, peace, integrity of creation
Joy in living, giving, growth, healing, reconciliation
Active and meaningful participation in church's life and work
Coherence – faith and order, structure, organization, programmes
Consistency – intentional, purposive

Church Programs/Ministries

(Integrated Program Structure)

The Church programs or ministries are the expressions of its faith commitment and mission calling. They are the visible manifestations of the Church's being, doing and continuous knowing. They embody the Church's life-work as it journeys on towards its set goals.

The Church, in undertaking its programs, should ever be conscious that its overall mission is a gift of an opportunity to the working out of God's plan for the renewal and transformation of God's creation. It must recognize that part of such gift is to be called to be part of a task greater than any of its best efforts. It is an empowerment of the Spirit that can only be carried out as a humble and penitent response to what God has already done and is still doing by God's own grace and love. It is a privilege and a blessed opportunity to serve and be of meaningful use in the greater scheme of God for all creation.

As the Church continues its journey, it seeks to recapture the essence of its basic ministries. These will be the expressions of the Church's faithfulness to the vision, mission and goals that it has laid out for the next years of its life-work. While working within the same organizational structure as provided in the 1995 Constitution and By-Laws, the ministries shall be so structured as to ensure effective integration and synergy of efforts, achieve optimum impact, sustain capability building and promote efficiency in the use of resources.

While it needs further refinement, the following conceptual framework shall be adopted.

Program Conceptual Framework



As shown in the figure, the various ministries of the Church are parts of a whole. They need to be interconnected and integrated to express the whole life-work system of the Church. Like a tree in the garden of life, each ministry has a special focus or function. Each has specific processes that may vary from one ministry to another. However, not one, by itself, can represent the total life-work of the Church.

FAITH AND ORDER

The Tree must have deep and strong roots. It takes its nutrients from the very earth where it is planted through its roots. The deeper and wider the roots reach out, the bigger and stronger the tree can grow and bear much fruit. It supports the whole tree.

The faith and order program shall seek to empower the whole Church with that faith and sense of calling to a task higher and greater than itself and its institutional concerns. It shall keep alive the Church's awareness of its own sense of transcendence and mystery and of the power and grace that lie at its calling and the very foundation of its being as a Church.

CHRISTIAN EDUCATION AND NURTURE

The tree grows through the system that brings the nutrients to all parts. The Christian education and nurture program sees to it that the tree is strong and healthy at all times, from its trunk to its branches to its leaves and its fruits, that it can weather all challenges inside and out.

CHRISTIAN WITNESS AND SERVICE

A tree exists not for itself but to be part of a bigger whole. It must share its life forces and through its work give life to the rest of humanity. Unlike the fig tree that Jesus cursed, the Church must bear fruit, its faith must shine through.

EVANGELISM AND CHURCH DEVELOPMENT

A healthy tree has many branches, as healthy as the main ones. This becomes so in the Church through its evangelism and church development ministry. The proclamation of the whole, that they may bear more of the same fruits... a witness to the goodness of the creator.

PARTNERSHIP, EXTERNAL AND ECUMENICAL RELATIONS

It is the tree's nature or being to spread its branches and reach out to others in the garden of life. Through its partnership and ecumenical relations program, the Church builds bridges that make possible the sharing of life forces.

CHURCH UNITY AND UNION

The Church receives vital nourishment that only its wider environment or those who dream the same dreams can provide. It gives in return its unique contribution that the Church alone can give, to enrich

the whole journey to Shalom. The Church unity and union ministry of the Church provides guidelines as to the readiness of the Church to enter into special and/or long-term partnership or unions.

ORGANIZATIONAL MINISTRIES

The life-work of the whole Church through its various programs or ministries are sustained through the effective and efficient management of the organization including all its resources and gifts. These include among others:

- Human Resource Development and Management
 - ☐ capability building
 - ☐ scholarships
- Church Worker's Benefits
- Management Systems
- Conflict Management
- General Administration

The organizational ministries keep the tree together. They see to it that the nutrients and all other life giving resources are properly processed. It sees to it that resources are responsibly generated and shared, equitably allocated, available when needed, wisely used and at all times, properly accounted for. It ensures that needed program structures, human resources, management systems and conflict management processes are in place and that the capability of human resources are equal to program requirements. It looks after the well-being of its workers and secures sufficient and just provision of their needs. How the Church manages its organization and resources reflects its being as a responsible Christian steward.

CHRISTIAN STEWARDSHIP AND RESOURCE DEVELOPMENT

This program focuses on the long-term development and regeneration of Church resources specially its real properties, for self-reliance and sustainability of the organization.

This Program Conceptual Framework must be differentiated from their apparently equivalent units or committees. In the planning and implementation of programs by the Local Churches and its support judicatories, may this framework help to provide the "big" picture of the total life-work of the Church to be able to distinguish the vital roles each part plays.

The carrying out of the life-work of the Church must be subject to a continuing process of renewal and transformations by way of continuous evaluation and re-examination on the basis of Jesus' own life, message, works, death and resurrection. It is this Christ-centered paradigm or model against which the Church will have to continuously re-examine its own vision, mission, goals, programs and priorities.

Some Basic Theological Principles: “Stewardship of Worldly Goods”

Rev. Dr. Everett Mendoza

1. All our worldly goods – personal, family, collective or corporate – ultimately belongs to God who is the source and author of all things good. (Psalmist: “The earth is the Lord’s and all the things thereof.”) The notion of segregating some portions as belonging to the Lord has only served to justify the misuse or use for wicked ends of the rest of one’s goods. We are accountable to God for all that constitute the totality of ourselves. In the Day of Judgment each one will be made to account for ALL things, not just for the things directly pertaining to the church (Hebrews 4:13).
2. From that understanding, stewardship for the members refers to two things:
 - a. The right and proper use of all the goods in our command. The implication is that the church should provide guidance to members on the matters of using, spending, investing and saving. Wanton and ostentatious spending, for example, in the context of widespread poverty and economic uncertainty is not only immoral but also a mockery of God’s justice. The same can be said of excessive saving or hoarding in that it deprives not only those in need but also the whole society, particularly in the kind of economy that depends on the brisk and regular circulation of goods. The church must also look into the matter of investing or engaging in profitable enterprises as to whether its practices conform or violate the Christian notion of justice given the social conditions and circumstances in the country and the world.
 - b. The right and proper allocation of goods considering the multifarious needs of modern living (socially necessary expenses in relation to social rank and status), cultural obligations (extended families), civic and political obligations, savings for the rainy days, etc. The complexity of life today cannot be reduced to a simple formula of 10% or tithe without causing unreasonable anxiety and unjust guilt feelings. That is, the poor who must spend 95% of their income for food, clothings and shelter and still not have enough, will have only 5% left for the church; whereas families that earn a million pesos a month don’t have to change their lifestyle even if they give 15% of their income to the church. Paul’s advice on the exercise of the gift of giving with “liberality” (Romans 12:8) may serve as another rule.
3. For the church, stewardship includes the right and proper management of resources, virtually all of its income as gifts from its members and partners.
 - a. In the Old Testament, the religious authorities used the offerings to the temple for the purpose of maintaining the cultic life of the nation, which in turn support for the priests and other temple functionaries. The early church devoted itself to the tasks of proclamation, instructions

of the new proselytes and providing for the material needs of the apostles, evangelists and missionaries as well as the widows and the poor amongst them.

- b. In both instances, the nation or community considered it their obligation to set aside a portion of their earnings to support the institution that provided them with spiritual care. Institutional needs vary according to place, time, culture, level of social development, the place of the church (dominant or minority) in society, etc. basically, churches provide support for its programs, maintenance of organizations and ministerial force.
- c. Special attention should be given to the support and care of full-time church workers. The ordained ministry is not merely a functional office; it participates in the Sacramental reality and presence of Christ in the church. The Reformed part of the WCC has opened itself to the more sacramental view of the ministry held by the Orthodox and Roman Catholic churches. For Reformed Christians today, the ministry is also considered a vessel of God's grace but only in relation to and together with a faithful and witnessing community of faith.

This means that functionality alone does not define the ministry. Its place in the Church has what is called, an ontological basis, or something that belongs to its very essence. Even retired ministers, who have no pastoral charges or perform no function in the conference remain part of the ministry and, therefore, continue to participate to a certain degree in the sacramental presence of Christ in the church so long as they remain in the Koinonia of the church. The UCCP cannot neglect her retired ministers without causing injury on the ministry and to the church as a whole.

- 4. In order to do the whole work of the church, she must devise practical means and measures by which her financial resources may be properly distributed for the
 - a. support of her programs,
 - b. maintenance and efficiency of the organization, which includes having the right complement of expert personnel and
 - c. care of her pastors.

A Sermon

The Gift of Generosity

2 Corinthians 8:1-15

Rev. Dr. Ruth P. Billena

After the worship service, a lad approached the pastor and handed him a five-dollar bill. "But, why my son? Asked the pastor. "My father said that you are a poor preacher, so I'm giving you my allowance for the week", was the candid reply.

In keeping our with our theme for today, let me dwell on the generosity angle of the story.

It is interesting to note that the decision to give up his allowance took place during a worship service. While his father was thinking of his own need for an eloquent and dynamic preaching of the Word, his

son was busy figuring out what he could do to be of help to his “poor” preacher. While his father was expecting to be ministered unto, his son was preoccupied with how he could help his “poor” pastor.

Generosity is a gift. It is never rammed down the throat of God’s people. It occurs after an encounter with a living and gracious God.

I am reminded of a story about a lady missionary. An African boy in her class listened carefully as she explained why Christians give gifts to each other on Christmas day. “The gift is an expression of our joy over the birth of Jesus,” she said, “and because of Him, we are not enemies but friends who love each other.”

When Christmas came, the boy brought the teacher a seashell of lustrous beauty. “Where did you find such a beautiful shell?” She asked in wonder. The boy said that there was only one spot where such shells could be found – in a certain bay, several miles distant. “Why, it’s gorgeous!” she said, “but you should have not gone all that way to get it for me.” The boy’s eyes brightened and he replied as best as he could in the teacher’s language, “Long walk, part of gift.”

Generosity is a gift. It is motivated by the appreciation of the greatest expression of generosity. II Corinthians 8:9 reads, “You know the grace of our Lord, Jesus Christ, rich as He was, He made himself poor for your sake in order to make you rich by means of His poverty.”

We give because God first gave us the best – Jesus, the Christ. The Bible declares: “For God so loved the world that He gave his only begotten Son.” This constitute the greatest love of all and the greatest form of giving. Jesus, as we all know, is also an epitome of giving for He gave himself as a ransom for the world.

Generosity springs from a grateful heart touched by the gracious hands of God. Indeed, generosity is a gift.

It is noteworthy that in our aforementioned illustrations, the main characters are two very young persons. Both of them exhibited the spirit of generosity during their tender age. The lad in the first story did not have many resources. Yet, he was able to give liberally and gladly. The boy in the second story did not have any single penny at all. Yet, he was generous in his gift.

Truly, stewardship education must start as early as possible. This is why we encourage our Sunday schoolers to tithe. We even challenge them to participate in the construction of the Music Center by donating, out of their tithe, a piece of tile or a piece of hollow block. Our training in stewardship must start as early as possible. The Bible proclaims, “Train up the child in the way he/she should go and when he/she is old, he/she will not turn from it.” (Prov. 22:6)

Generosity is a gift – a gift that does not age nor wither. Rather, the more you practice it, the more you get fond of it. The more you give, the more you are blessed. Malachi reminds us of God’s challenge. “Bring the whole tithe into my storehouse. Test me, test me in this”, says the Lord almighty. “And see if I will not throw open the floodgates of heaven and pour out so much blessing that you will not have enough room for it. (Malachi 3:10)

In the New Testament, Paul exhorts, “Remember this: “whoever sows sparingly, will also reap sparingly and whoever sows generously will also reap generously” (2 Cor. 9:6)

In our text, Paul referred to a small and poor, yet generous church as a model in appealing to the sense of generosity of the church in Corinth. Paul was really blessed with the generosity of the church in Macedonia.

If you consider the membership of the church in Macedonia, you would not really expect it to give anything. Paul describes it, “The church in Macedonia has been severely tested by troubles. But by the grace of God, this small church became extremely generous in giving even though it is poor.”

Generosity is a gift. It is not determined by one’s economic status, but is caused by a strong sense of stewardship. Paul writes, “They (referring to the Macedonian) begged us and pleaded for the privilege of having a part in helping God’s people of Judea. I can assure you that they gave as much as they could, and even more than they could, of their own free will.”

What about the church in Corinth? What kind of a church was it? In the words of St. Paul, “The Corinthians are rich in everything: in faith, speech and knowledge, in eagerness to help and in love for us.”

However, the richness of the Corinthians remained illusive, as their faith was without works, their speech were short of deeds, their knowledge lacked power and their love was void of concrete manifestations.

Paul explains, “I am not trying to relieve others by putting a burden on you; but since you have plenty at this time, it is only fair that you should help those who are in need.” (2 Cor. 8:14)

Apparently, the Corinthians have lost momentarily the rich heritage of stewardship. Paul writes, “My opinion is that it is better for you to finish what you began last year. You were the first not only to act, but also willing to act. On with it, with what you have now. If you are eager to give, God will accept your gift on the basis of what you have to give and not on what you have.”

In other words, the Corinthians, were not that generous in their giving despite their material prosperity. They also bore a Filipino trait of being “ningas cogon” – magaling sa umpisa. Kulang sa determinasyon na matapos and sinimulan.

This is St. Paul’s canvas of the church of God in Corinth.

Paul lays down the secret of the gift of generosity. Verse 5 states, “First, they (referring to the Macedonians), gave themselves to the Lord (here comes the vertical relationship again) and then, by God’s will they gave themselves to us as well” (the horizontal dimension of the relationship).

Actually, this secret is no secret at all. Generosity is a result of an awareness of what God has done, an understanding of what God is doing and an appreciation of what God will continue to do. In the same manner, generosity stems out of the realization that – No one is an island. No one stands alone. Each

one needs each other. Paul emphatically states, "Since you have plenty at this time, it is only fair that you help those who are in need. Then, when you are in need and they have plenty, they will help you."

The Asian region is an economic slump at present. The Philippine economy has yet to recover from the sting of the depression. Is the appeal to the gift of generosity in order? The prices of commodities continue to rise. It looks like we are in for a "dry" Christmas, despite the threat of the La Niña phenomenon.

Is responsible stewardship the appropriate message in times like these?

The truth be said. Responsible stewardship must be a year-round experience: a moment by moment realization and not a once-a-year thrust, a November event. Responsible stewardship is not a question of convenience but a matter of conscience. Generosity is a gift, not an imposition. It is a throb of conviction and a pulse of dedication.

On November 20, the Board of Deacons and the treasurer of our church will present to us our stewardship index in relation to our current and 1999 Proposed Budget. Like the Corinthians, our stewardship in terms of giving needs improvement. Expect them to do a Pauline approach, appealing to our gift of generosity. The deacons and the treasurer, like Paul, are not laying down rules nor issuing a command, as he, Paul clarifies in verse 8, "I am trying to find out how real your own love is" (Today's English Version) "I am trying to find out the sincerity of your love" (New International Version). "I want to prove that your love is genuine" (Revised Standard Version).

Church of God in UCCP-EMC, we need more boys, girls and adults with a great sensitivity to the needs of others. We need more boys, girls and adults with generous hearts. We need more Macedonians who would beg us to allow them to be a part of God's ministry.

Certainly, we need more Corinthians who would reclaim the dynamic heritage of responsible stewardship, Corinthians who would crystallize the gift of generosity, here and now.

Would you be one of them? Subukan natin ang Diyos!

Sermon delivered during English Service
UCCP-Ellinwood Malate Church
November 8, 1998

Stewardship Bible Study 1

Elijah and the Widow in Zarephath

Read I Kings 17:8-16

Reflections

The whole land was dry. The economic situation was difficult. Elijah, the prophet of God depended on God's daily provision. The widow of Zarephath was in a much more difficult situation, however, she had to work hard to support herself and her son. In Israelite society during that time, and perhaps in any society even now, a widow would have to fend for her family's survival as there is no male bread-winner in the family.

Yet, the widow acts readily to get water, for Elijah as he needed water badly. Could the source of water be near? Or, did she hike miles with her son to get it? And she tells Elijah her situation openly and honestly. It's the last of the flour and oil. There's no more to be expected from the outside. But she is ready to die of starvation with her son.

But a miracle happened! The flour and oil did not run out, until God sent the rains.

Reflection Questions

1. What does this story teaches us of the present stewardship in our local churches? Share your insights.
2. What percentage of giving and sharing is being demonstrated here?

Share the insights and learning you gleaned from this story creatively in the big group (5 minutes presentation only)

Stewardship Bible Study 2

Solidarity Even In Poverty

Read Biblical Text: II Corinthians 8:1-9

Reflections

Paul was touched by the generosity of the Macedonian churches. Their poverty was not a hindrance to their joy nor in their giving. In fact, they gave more than they could in spite of their poverty. Actually, it is the poor who really know how to give, and give graciously. This is true especially among indigenous Filipinos. The hospitality of the farmers and the fisherfolks in the countrysides is truly unbelievable! They give all that they can possibly give when they are visited. They give without counting the cost, as the familiar saying goes. Imagine, the Macedonian Christians even begged to be allowed to contribute in helping God's people in Judea, who were suffering from persecution, division and poverty.

Discussion Points

1. What does this story teaches us of the present stewardship in our local churches? Share your insights.
2. What percentage of giving and sharing is being demonstrated here?

Share your learnings and insights creatively in the big group (5 minutes presentation only)

Stewardship Bible Study 3

On Tithing

Read Leviticus 27:3-33; Genesis 28:20-22; Numbers 18:21-24; Malachi 8:3-10

Reflections

Tithing or giving a tenth of the flocks, fruits and/or possessions of all kinds to their gods was an ancient practice by many peoples. The Israelites did the same. They gave to God what was due to “him” being the Supreme Owner of the land and its produce. Tithes were also given in thanksgiving for all the blessings or gifts received. People believed that faithful giving assured abundance from God.

Later on, when the priesthood was institutionalized, tithing assumed the nature of direct levy or tax, since the Levitical priests who were employed in the sanctuary, claimed for themselves on behalf of God, a title from all believers (Numbers 18:21-24) and though tithing was generally an offering to the Supreme Being, this might be given to or levied by a king (Gen. 40:20; I Sam. 8:17) – Hastings, Dictionary of the Bible, 1963).

Today, Tithing seems to be no longer practiced by many. A study of a local church in Mindanao reveals that less than 20% are giving their tithes. There are of course a number of members and pastors who give beyond their tenth, whether in Church or for worthy causes. They have gone beyond the “laws of the Jewish temple” and practicing a “shared abundance” with others in all kinds of life’s circumstance – whether in plenty or in want,” in joy and in suffering. It somehow had become part of their lives.

Reflection Questions for Sharing

1. What does this story teaches us of the present stewardship in our local churches? Share your insights.
2. What percentage of giving and sharing is being demonstrated here?

Share your learnings and insights creatively with the big group (5 minutes presentation only)

Stewardship Bible Study 4

The Tax Collector and the Widow

Read Luke 19:1-9 and Luke 21:1-5

Reflections

Zaccheus was despised by his fellow Jews for being an agent of the Roman State. Being a tax collector, he collected revenues as well as bribes, and thus he abused his office through this extortion. Indeed, he was branded a “sinner” for being a traitor to his own people and forsaking the laws of God.

However, Jesus noticed Zaccheus’ need to meet him, or even just to get a glimpse of this Teacher of the Law whom everyone seemed to be raving about. Thus, Jesus’ total acceptance and wholehearted friendship changed Zaccheus immediately. Zaccheus, in fact, made an about-face in his life and his work! He gave directly to the poor and returned to those whom he had cheated what he took from them.

Here in this story is one instance of giving which is not offered in the Temple, but was given straight to those in need. Today, there are many Christians or UCCP members who practice this kind of giving which is direct to those in need.

On the other hand, in the case of the widow who offered all her money to God in the Temple, Jesus has considered her offering a better than that of the rich, who kept so much more for themselves than give to God through the synagogue. Jesus’ comment was based on the feeling in the heart as the motive for giving of those who would give.

Reflection Questions

1. What does this story teach us of the present stewardship in our local churches? Share your insights.
2. What percentage of giving and sharing is being demonstrated here?

Share creatively in the big group your responses and reactions. (5 minutes presentation only)

Stewardship Bible Study 5

The Feeding of the Five Thousand

Read Luke 9:10-17

Reflections

Vision of the New Community

The new community is sharing community. Their basic philosophy was the principle of community sharing rather than individual meeting of needs. The basic principle they followed was contributing

according to the capacity of the donors and that sharing was according to meeting of individual expressed needs. The basic principle of contribution was according to the capacity of the donors and the extent of the expressed need. **Giving** was a principle rather than appropriating or taking possession (sometimes) without permission). **Sharing** was practiced which meant apportioning according to needs without any feelings of regret on the part of the donors or givers.

This is the Kingdom of God as was taught by Jesus and envisioned by the disciples or hearers of Jesus' teachings. The concept of the Kingdom of God as taught by Jesus then had to be under the strengthening of the Spirit and had to be visualized as an "economic form of community". Hence, the sharing of abundance was emphasized rather than individualism. (Mark 4:26-29 or Mark 4:30-32; Acts 4:32-35). But this new community which showed the reality of God's kingdom on earth was a GIFT from God for human beings, because on their own, they would not be able to remake nor mold their humanness. But the people needed to respond to the offer of the gift by accepting it and thus, were they able to show mercy, work for peace, while 'hungering and thirsting after justice, harmony and true community.

Jesus had worked with the people to release new possibilities of relating for which he always chose pictures of the life of a new community of sharing. Indeed, he taught them:

1. The Parable of the Great Feast – Luke 14:15-23 which showed an openness to the Kingdom and the obstruction to this openness.
2. Sitting at the Banquet Table – Luke 14:7-14 the privilege of which was conferred rather than acquiring it on one's own initiative as the way of life in the Kingdom.
3. The Feeding of the 5,000 – Luke 9:10-17 the principle of which was community sharing rather than individual meeting of their needs.

The basic principle applied was contributing according to capacity and sharing according to need; giving rather than appropriating; or sharing rather than privately acquiring and accumulating. Hence, the Kingdom of God was depicted in terms of shared abundance, never in terms of ascetism or individualism (Mark 4:26-29; Mark 4:30-32). For the Kingdom of God emphasizes the **kinship** of the persons involved rather than each one's religious practices or individual piety. Kingdom can actually mean "KIN-DOM" which would be closer to Jesus' own concept of SHALOM.

Reflection Questions

1. What does this story teaches us of the present stewardship in our local churches? Share your insights.
2. What percentage of giving and sharing is being demonstrated here?

Share creatively in the big group. (5 minutes presentation only)

Stewardship Bible Study 6

Lives of Selflessness and Generosity

Read Matthew 6:19-34

Reflections

A Christian lifestyle for today will be based primarily on the teachings and example of Jesus.

Jesus gave instructions and showed in his life, now laws about how to live but lived it. He told his disciples not to worry; not to chase after clothes, food, houses and other goods. Do not hoard money and possessions, but instead give to the poor. Life is more than possessions.

Christians are to live simply; to concern themselves more and more truly on caring for people; to suffer with others if necessary, give to those in need, and to share the Good News of a new life to be found by following Jesus Christ. He or she will want other churches to have material goods equal to his/her own and that will mean both self-restriction and generosity.

J. McInnes

Reflection-Discussion

1. What does this story teaches us of the present stewardship in our local churches? Share your insights.
2. What percentage of giving and sharing is being demonstrated here?

Present creatively in the big group. (5 minutes presentation only)

Stewardship Bible Study 7

A New Partnership

Read the Biblical Texts Acts 2:42-47

Reflections

Unbelievable, but it is true! These men and women mentioned in our texts, studied and went to the Temple together! Children and adults, rich and poor ate together. The rich shared their possessions with the poor and how joyful they all were! There is this one shining commonality of the Early Church, which shakes us, modern Christians, with awe and reverence! Their memory of a shared life humbles us, as well as, indicts us. Such a precious heritage of giving, sharing, and even risking challenges us to appropriate for us the same today. From them we have a glimpse of the Kingdom of God which was lived concretely, in the midst of want and persecution. This new solidarity with the Holy Spirit bids us to

repent of our penchant for selfishness and individualistic living. And thus, we are freed to care for and relate with, others as we ought – children of one God!

Discussion

1. What does this story teaches us of the present stewardship in our local churches? Share your insights.
2. What percentage of giving and sharing is being demonstrated here?

Share your learning and insights creatively with the big group. (5 minutes presentation only)

Stewardship and Church Finance Calendar

June – Freedom Month

Implementation of the approved Local Church Program Plan and Budget.

Campaign for the support of the approved Plan and Budget during Sunday services. The Financial Secretary will present a narrative presentation of the budget for five to ten minutes.

Financial update shall be reported by the Local Church Treasurer every last Sunday of the month on receipts and expenditures or this may be placed in the liturgical guide or newsletter.

July – Rural Life Emphasis Month

Financial update shall be reported by the Local Church Treasurer every last Sunday of the month on receipts and expenses or this may be placed in the liturgical guide or newsletter.

August – Mission Month

The Mission Month may also be a campaign time for the Wider Mission Support and what the wider judicatories are doing for the local church and the total life-work of the church. The Conference Minister or Conference Officers may be invited to share about the Wider Mission Support and Conference Program or this may be done by the Pastor or the Financial Secretary.

September – Christian Education Month

Financial update shall be reported by the Local Church Treasurer every last Sunday of the month on receipts and expenses or this may be placed in the liturgical guide or newsletter.

3rd Sunday of the Month – Least Coin Special Offering. The CWA President will be requested to share what the Least Coin Special Offering is all about and its role in the ministry among women in the church and community.

October – Indigenous People's Month

Financial update shall be reported by the Local Church Treasurer every last Sunday of the month on receipts and expenditures or this may be placed in the liturgical guide or newsletter.

Local Church Council Planning-Workshop to come up with the Local Church Program Plan and Budget.

November – Stewardship Month

Conference Campaign Leaders or the Pastor shall do the campaign of the Special Great Time of Sharing Offering which is usually held on Christmas Day, December 25 Worship Service if not choose any Sunday of December.

Financial update shall be reported by the Local Church Treasurer every last Sunday of the month on receipts and expenses or this may be placed in the liturgical guide or newsletter.

December – Advent and Christmas Season

On December 25 or Christmas Day or any Sunday of December all members should be encouraged to give a pledge for the Great Time of Sharing. Great Time of Sharing pledge envelopes will be distributed by the National Office for this purpose. All GTS offerings shall be recorded by individuals and remitted directly to the national Office or to the Conference.

Financial update shall be reported by the Local Church Treasurer every last Sunday of the month on receipts and expenses or this may be placed in the liturgical guide or newsletter.

January – Epiphany Celebration Month

Financial update shall be reported by the Local Church Treasurer every last Sunday of the month on receipts and expenses or this may be placed in the liturgical guide or newsletter.

February – Membership and Renewal Month

This is a Membership Month, so the Board of Deacons should take this opportunity to campaign for the UCCP Card and its stewardship purpose. This will be done every Sunday until many if not all, are able to acquire the UCCP card. Application forms will be made available in the Conference office. This will also be a month to complete and update the membership profile of the church.

Financial update shall be reported by the Local Church Treasurer every last Sunday of the month on receipts and expenditures or this may be placed in the liturgical guide or newsletter.

March – The Lenten Season

Meetings of the Board of Deacons to plan/strategize the realization of receipts based on approved budget as well as to plan for the stewardship program of the local church.

Organizing of the visitation team and commissioning on the last Sunday of this month.

Financial update shall be reported by the Local Church Treasurer every last Sunday of the month on receipts and expenditures or this may be placed in the liturgical guide or newsletter.

2nd Sunday – UCM Sunday, Biggest Coin Special Offering. For five minutes, the UCM President shall be asked to share about the purpose of this special offering and what the UCM is doing for the ministry of the church.

April – Holy Week and Easter Season

Conduct home visitation to solicit members' yearly pledge for the incoming year's budget. This shall be headed by the Financial Secretary and the Board of Deacons. Teams will be organized for the sharing of a thanksgiving testimony on the first Sunday of the Month by a witnessing steward for five to ten minutes.

Financial update shall be reported by the Local Church Treasurer every last Sunday of the month on receipts and expenses or this may be placed in the liturgical guide or newsletter.

May – Pentecoste and UCCP Anniversary

Continue conducting home visitation to solicit members' yearly pledge for next year.

Meetings of the Board of Deacons to assess the result of the visitation program vis-à-vis the approved budget.

Sharing of a testimony on giving on the first Sunday of the Month by a witnessing steward for five to ten minutes.

The last Sunday of May should be the dedication of the members yearly pledge commitment. A special worship guide shall be prepared for this. A guest stewards will be invited to give the message.

Financial update shall be reported by the Local Church Treasurer every last Sunday of the month on receipts and expenses or this may be placed in the liturgical guide or newsletter.

Notes:

Witnessing Stewards – refer to the members of the visitation team and those who give testimonies of thanksgiving.

Guest Steward – refers to the one who is invited to give a sermon on the stewardship of giving.

Duties and Functions of the Local Church Finance Officers

The Financial Secretary

The Financial Secretary shall have the following duties:

- a. To act and serve as the Chairperson of the Board of Deacons;
- b. To implement such stewardship practice, as may have been formulated, designed and adopted by the Board of Deacons;
- c. To keep and regularly update the record of the Local Church Budget;
- d. Together with pastor, the treasurer and the Board of Deacons, to prepare the annual budget of the Local Church based on the plans and programs for the ensuing year for submission to the Church Council;
- e. To ensure that the assessment and other contributions due to the wider church bodies are included in the annual budget;
- f. To lead in the stewardship for tithes, pledges and donations in support of the annual budget of the Local Church; and
- g. To perform such other duties as may be assigned by the Church Council.

UCCP By-Laws, Article III, Section 12

The Church Treasurer

The Church Treasurer shall have the following duties:

- a. To receive all funds of the Local Church and deposit the same in such bank or banks as may be designated by the Church Council;
- b. To disburse the funds of the Local Church in accordance with the budget, including the prompt remittance of the assessment and other contributions due to the wider church bodies, under the direction of the Church Council, in strict compliance with the rules and regulations established by the Church Council, and upon properly accomplished documents duly countersigned by the Chairperson and/or other duly authorized officer of the Local Church. He/She shall ensure that disbursements shall not exceed the authorized funds allocated at a given period in the budget or specially intended for any program, project, or activity of the Local Church. In respect to funds entrusted to his/her custody and care by individuals or any related or affiliated organization of the Local Church, such funds shall be disbursed strictly according to the specific instructions of such individuals or organizations.
- c. To keep a financial record of all financial transactions, including but not limited to, vouchers and official receipts;
- d. To present financial reports to the Church Council quarterly or as often as it may require; and
- e. To perform such other functions as may be assigned by the Church Council.

UCCP By-Laws, Article III, Section 13

The Church Auditor

The Church Auditor shall have the following duties:

- a. To audit the books of the Local Church regularly and submit a report of the Church Council and the congregation;
- b. To formulate, devise and submit to the Church Council an integrated audit system and procedures;
- c. To present audited financial statement to the Church Council and the congregation at least once a year; and,
- d. To perform such other functions as may be assigned by the Church Council.

UCCP By-Laws, Article III, Section 14

Board of Deacons

The Church Auditor shall have the following duties:

- a. To serve as responsible stewards in their personal, family and church life;
- b. To formulate, develop and adopt a vigorous stewardship practice that shall include the giving by members of their tithes, time, talents and possessions to ensure the financial and material support of the programs and activities of the Church;
- c. To act and serve as the financial planning arm of the Local Church with the Finance Secretary as the Chairperson;
- d. To formulate, develop and design a stewardship education program for the Local Church;
- e. To act as a social concerns committee;
- f. To assist the Financial Secretary in the preparation of the annual budget and plan for its attainment for submission to the Church Council;
- g. To ensure that the assessment and other contribution due to the wider church bodies are included in the annual budget; and
- h. To perform such other functions as may be assigned by the Church Council.

UCCP By-Laws, Article III, Section 20

The Church Operating Budget

The Local Church

Policy Statement

All Local Churches shall have an operating budget prepared yearly to ensure the proper use of all monies received by the Church. No disbursements that are not in accordance with the budget shall be made by the Local Church.

Policy Implementing Guidelines

1. Responsibility: The Financial Secretary is responsible for the preparation of the yearly budget.
2. Coordinates with: The budget is prepared together with the Administrative Pastor and with the assistance of the Board of Deacons and the Treasurer.
3. Time considerations: The budget is prepared and shall be made ready before the scheduled Annual Congregational Meeting of the Local Church which is held not later than the last Sunday of December of each year or unless otherwise set by the Church Council.
4. Sources of receipts/revenues: The probable sources of funds which can be incorporated in the Local Church operating budget are:
 - 4.1 Church Givings: Tithes, Pledges, Loose Offering, Sunday School Offering, Thanksgiving Offering, Everybody's Birthday Offering, Church Anniversary Sunday Offering, Holy Week Services Offering, Christmas Season Services Offering, Mission Offering,
 - 4.2 Special Project Receipts: UCCP Card Payment, Great Time of Sharing Offering/Pledges, others
 - 4.3 Church Recognized Organization Contributions
 - 4.4 Kindergarten Fees and Donations
 - 4.5 Grants and Subsidies, and other
 - 4.6 Miscellaneous Receipts
5. Projected disbursements/expenditures: Items of expenditures that can be included in the operating budget are:
 - 5.1 For Wider Mission Support
 - 13% or more (for those practicing more than 22%) Conference Ministries
 - 9% General Assembly Ministries
 - 5.2 Local Church Program Ministries:
 - 5.2.1 Christian Education and Nurture (CEN) Sunday School Materials, Bible Study Materials, Liturgical Materials, Love Gift to Guest Speakers, Seminars/Retreat/Youth Camp, Vacation Church School, Church Recognized Organization Expenditures, Lay Ministries Development, Support to Ministerial Students, Kindergarten expenses, Honorarium for Sunday School Teachers, Communicant Class, Choir expenses
 - 5.2.2 Christian Witness and Service (CWS) Evangelism and Mission Program, Outreach Program, Social Action and Concerns, Medical Services and Relief Assistance, Ecological Concerns Program
 - 5.2.3 Christian Stewardship and Resource Development (CSR) Church Anniversary Celebration expenses, Registration of Local Church Delegates for the Annual Session and Conferences, Membership and Staff Development, Publications, Stewardship Materials, Stewardship Training, Finance Generation expenses, Repairs and Maintenance of Church Properties, Utilities like electricity, water and telephone
 - 5.3 Organizational Ministries: Salaries of the Administrative Pastor and other Church Workers, Allowances of the Administrative Pastor and other Church Workers, SSS Employers Contribution of the Administrative Pastor and other Church Workers, Rent expense, if any, Office Supplies

and Materials, Communication and Postage, Council and Committee Meeting expenses, Janitorial Supplies and Materials, Miscellaneous Expenses and Contingencies

6. Approval/Endorsement/acceptance and confirmation: The Church Council approves the draft of the budget prepared and submitted the Financial Secretary. The Congregation approves the budget submitted by the Church Council for adoption
7. Effectivity date: The approved budget shall take effect June 1 of each year.
8. An approved copy of the budget is submitted by the Administrative Pastor to the Conference where the local church belongs.

Steps/Procedures/Flow

1. At least six (6) months before the Annual Congregational Meeting, the Financial Secretary with the assistance of the Board of Deacons, the Administrative Pastor and the Treasurer shall start the preparation of the coming year's budget;
2. The Administrative Pastor and if there are any other pastors for CEN, CWS, Youth, shall submit to the Financial Secretary his/her program and budget plans for the coming year;
3. The Financial Secretary shall incorporate in the budget the programs and budget plans submitted by the Administrative Pastor and other pastors;
4. The Financial Secretary shall prepare the draft of the budget and submits to the Church Council. The draft of the budget shall include the Financial Secretary's notes and assumptions on the proposed budget;
5. Three months before the Annual Congregational Meeting, the Church Council shall discuss and finalize the proposed budget;
6. The proposed budget as approved by the Church Council shall be finalized by the Financial Secretary;
7. The Chairman of the Church Council shall present the proposed budget to the congregation during its Annual Congregational Meeting for approval; and
8. The Congregation, in its congregational meeting, accepts and approved the proposed budget for adoption and implementation.

Receipts, Collections and Deposits

The Local Church

Policy Statement

All Local Church shall acknowledge receipts and collections through the issuance of Official Receipt and to deposit all collections intact in the appropriate Church bank account.

Policy Guidelines

1. Responsibility: The Board of Deacons is responsible for the counting and accounting of all collections made during every Sunday worship service such as pledges, tithes, offerings and other donations

and to turn them over to the Local Church Financial Secretary; the Local Church Financial Secretary is responsible to receive funds, such as pledges, tithes, offerings from the Board of Deacons and other funds such as donations, subsidies, capital funds, etc. and to turn over all these receipts and collections to the Local Church Treasurer; the Local Church Treasurer is responsible for receiving these funds from the Local Church Financial Secretary and to issue an appropriate official receipt for each item received including the deposit of these funds intact in the appropriate church bank account.

2. Coordination: the Local Church Treasurer, Local Church Financial Secretary and the Board of Deacons coordinate in the receipt of all collections
3. Time considerations: All receipts every Sunday church worship shall be counted by the Board of Deacons and turned-over to the Financial Secretary immediately after the church worship service; monies received by the Local Church Financial Secretary from the Board of Deacons shall be turned-over to the Local Church Treasurer on the same day of receipt and deposited intact to the appropriate church bank account immediately the following banking day;
4. Official Receipts prepared by the Local Church Treasurer shall be issued in strict numerical sequence and shall indicate the nature or particulars of the amounts received;
5. If collections received are in the form of check, money order or treasury warrant, the date, number, issuing bank and account number and amount shall also be noted in the Official Receipts issued;
6. Collections shall not be used for encashing personal checks and shall be kept separate from other cash funds and personal money;
7. All collections received shall be acknowledged by the Local Church Treasurer through the issuance of an Official Receipt;
8. All collections shall be deposited intact to the Local Church depository bank immediately the following banking day;
9. All Official Receipts issued and deposits made shall be recorded by the Local Church Treasurer in the Cash Receipts Book;
10. The Local Church Treasurer shall prepared at the end of each month a detailed report of all collections and audited by the Local Church Auditor;
11. The Cash Receipts Book and all available records pertaining to collections are subject to audit by the Local Church Auditor.

Steps/Procedures/Flow:

1. All collections every Sunday church worship such as pledges, tithes, offerings and other collections shall be counted by the Board of Deacons in the presence of the Local Church Financial Secretary immediately after the church worship service;
2. Collections are itemized and recorded in the Weekly Income Report Form accomplished by the Board of Deacons;
3. The collections are turned-over by the Board of Deacons to the Local Church Financial Secretary who in turn signs the Weekly Income Report to acknowledge receipt of collections;
4. The Local Church Financial Secretary entrusts the collections to the Local Church Treasurer who signs the Weekly Income Report to acknowledge receipt of collections;

5. The Local Church Treasurer issues an official receipt in numerical order for every item of collections. The nature of collection is indicated in the Official Receipt.
6. The Local Church Treasurer deposits all collections intact in the appropriate church bank account immediately on the following banking day. Deposit of collections is documented by a bank deposit slip;
7. The Local Church Treasurer records the Official Receipt in the Cash Receipt Book and files a bank deposit slip;
8. The Local Church Financial Secretary records the receipt of pledges and tithes in the weekly pledges and tithes envelopes and the summary of collections in the summary of Weekly Givings ledgers;
9. At the end of each month, the Local Church Treasurer prepares a Summary of Monthly Givings. The Summary of Monthly Givings is checked by the Local Church Financial Secretary whether it reconciles with his/her records of pledges and tithes and summary of weekly givings and verified by the Local Church Auditor.

Required Forms

1. Weekly Income Report Form

Prepared by : The Board of Deacons
 Certified Correct by : The Local Church Financial Secretary and the Board of Deacons
 Acknowledged by : Local Church Treasurer
 Distribution : Original – The Local Church Financial Secretary
 Duplicate – The Local Church Treasurer
 Triplicate – The Administrative Pastor

2. Weekly Pledges and Tithes Envelopes

Individual pledges and tithes are recorded by the Local Church Financial Secretary in these envelopes.

Maintained by : The Local Church Financial Secretary

3. Summary of Weekly Givings

Weekly collections are summarized by the Local Church Financial Secretary in this form

Maintained by : The Local Church Financial Secretary

4. Official Receipt

Prepared by : The Local Church Treasurer
 Signed by : The Local Church Treasurer
 Distribution : Original – Giver
 Duplicate – Local Church Treasurer as recording copy
 Triplicate – Sub copy as control copy

5. Deposit Slip

Prepared by : The Local Church Treasurer
 Validated by : The authorized depository bank of the church
 Distribution : Original – Retained by the bank
 Duplicate – validated copy for Local Church Treasurer

6. Cash Receipt Book

The book of original entry where all official receipts are recorded numerically

Maintained by : The Local Church Treasurer

7. Summary of Monthly Givings

Monthly givings are summarized by the Local Church Treasurer in this Form

Maintained by : The Local Church Treasurer

Certified by : The Local Church Financial Secretary

Verified by : The Local Church Auditor

Distribution : Original – Local Church Financial Secretary

Duplicate – Local Church Treasurer

Triplicate – Administrative Pastor

Disbursements

The Local Church

Policy Statement

All Local Church shall provide adequate controls in its disbursements to ensure that all expenditures are in accordance with the operating budget and resources are properly utilized.

Policy Implementing Guidelines

1. Responsibility: The Local Church Treasurer is responsible for disbursing all of local church expenditures. He/She must see to it that all payments are in accordance with the approved budget.
2. Recommendation/Approval: Payment of any expenditure is recommended by the Local Church Financial Secretary and approved by the Administrative Pastor.
3. Mode of Payment
By Cash – Through Petty Cash if expenditure is P200.00 and below and supported by a Petty Cash Voucher approved by the Administrative Pastor or the Local Church Financial Secretary.
By Check – If expenditure is above P500.00 and supported by a Disbursement Voucher as recommended by the Local Church Financial Secretary and approved by the Administrative Pastor.
4. Authorized Check Signatories:
Signatory A – The Local Church Treasurer and any of the Signatory B
Signatory B – The Administrative Pastor, The Local Church Financial Secretary, The Chairman of the Church Council
5. As a control policy, the checks to be prepared and issued by the Local Church Treasurer should be a 'crossed check' if payable to an organization or institution.
6. Pre-requisites for Payment:
Expenditure is in accordance with the Local Church Budget
Availability of Funds
Duly accomplished Disbursement Vouchers

Submission of supporting documents to justify payment
Recommendation of the Local Church Financial Secretary
Approval of the Administrative Pastor

7. The Disbursement Vouchers shall be pre-numbered and shall indicate the following information:
Name of Payee; Particulars; Account Title where the expenditure should be charged; the corresponding Check Number issued; and the signatures of the recommending and approving officers of the Local Church.
8. All Disbursement Vouchers and supporting documents shall be stamped 'PAID' after the check is prepared.
9. Disbursement Vouchers shall be recorded by the Local Church Treasurer in the Cash Disbursement Book.
10. The Local Church Treasurer shall prepare at the end of each month a detailed report of all payments made by the church and audited by the Local Church Auditor.
11. The Cash Disbursements Book and all available records pertaining to payments are subject to post audit of the Local Church Auditor.

Steps/Procedures/Flow

1. The Local Church Treasurer shall prepare a Disbursement Voucher for any request for payment received by him/her.
2. If all the pre-requisites for payment is complete, the Local Church Treasurer shall prepare the corresponding check;
3. The check is signed by the duly authorized Local Church signatories;
4. The Check is released to the Payee by the Local Church Treasurer and the Payee signs the Disbursement Voucher to indicate receipt of payment;
5. The Disbursement Voucher including all supporting documents shall be stamped 'PAID' by the Local Church Treasurer and numerically filed;
6. Disbursement Vouchers and Checks are recorded by the Local Church Treasurer in the Cash Disbursement Book;
7. The Local Church Treasurer summarizes all payment made at the end of each month and prepares a Monthly Disbursement Report.

Required Forms

1. Disbursement Voucher

Prepared by	:	The Local Church Treasurer
Checked by	:	The Local Church Auditor
Signed by	:	The Local Church Financial Secretary – on recommendation
	:	The Administrative Pastor – on approval
	:	The Payee on receipt of payment
Distribution	:	Original – The Local Church Treasurer file and record
		Duplicate – Expense folder file
		Triplicate – Local Church control copy

2. Disbursement Check
 - Prepared by : The Local Church Treasurer
 - Signed by : The Local Church Treasurer as signatory A
 - : The Administrative Pastor or The Local Church Financial Secretary or The Chairman of the Church Council as signatory B
3. Cash Disbursement Book
 - Maintained by : The Local Church Treasurer
4. Monthly Disbursement Report
 - Prepared by : The Local Church Treasurer
 - Distribution : Original – The Local Church Financial Secretary
 - Duplicate – The Administrative Pastor
 - Triplicate – The Local Church Treasurer's copy

Cash Advances

The Local Church

Policy Statement

The Local Church shall allow and provide cash advances to its officers and staff to be used for the Church's program activities.

Policy Implementing Guidelines

1. Cash advances shall be granted only to duly authorized officers and staff of the Local Church for program and/or official related activities.
2. The Cash Advance shall be used solely for official purpose for which the Advance was granted.
3. Cash Advance is recommended by the Local Church Financial Secretary and approved by the Administrative Pastor.
4. Cash Advances should be liquidated and settled within ten (10) days after the activity. Any amount not used shall be returned to the Local Church Treasurer.
5. Cash Advance not liquidated or settled within ten (10) days after the activity shall be due and demandable. If the officer or staff receives salaries from the Local Church, the amount not settled will be deducted in full from his/her pay.
6. No new or additional Cash Advance shall be released or approved to any officer or staff if a Cash Advance is still outstanding and have not been liquidated.

Required Forms

1. Request for Cash Advance Form

Prepared by : The Officer or Staff
Recommended by : The Local Church Financial Secretary
Approved by : The Administrative Pastor

2. Liquidation Report Form

Prepared by : The Officer or Staff
Checked and Noted by: The Local Church Financial Secretary
Approved by : The Administrative Pastor

3. Cash Advance Ledger

Maintained by : The Local Church Treasurer

Petty Cash Fund

The Local Church

Policy Statement

All Local Churches shall maintain a Petty Cash Fund to cover small and petty payments necessary in its day-to-day operations.

Policy Implementing Guidelines

1. **Responsibility:** The Local Church Treasurer is responsible for payments through Petty Cash Fund. He/She must see to it that all payments are in accordance with the approved budget.
2. **Recommendation/Approval:** Payments through Petty Cash is approved by the Administrative Pastor.
3. **Limit of Payment:** Petty Cash payment shall be limited to a maximum of Two Hundred Pesos (Php200.00) per Petty Cash Voucher.
4. An imprest Petty Cash Fund of Two Thousand Pesos (Php2,000.00) shall be set up by the Local Church.
5. **Pre-requisites for payment:**
 - Expenditure is in accordance with the Local Church Budget
 - Availability of Petty Cash Fund
 - Duly accomplished Petty Cash Voucher
 - Submission of supporting documents to justify payment
 - Approval of the Administrative Pastor
6. The Petty Cash Voucher shall indicate the following information: Name of Payee; Date of Payment; Particulars; Account Title where the expenditure should be charged; and approval of the Administrative Pastor.

7. All Petty Cash Vouchers and supporting documents shall be stamped 'PAID' after payment is made.
8. Petty Cash Vouchers shall be recorded by the Local Church Treasurer in the Petty Cash Book.
9. The Bookkeeper shall prepare a summary of payments made through Petty Cash before the Fund is depleted.
10. The Petty Cash Book and Petty Cash Vouchers are subject to post audit of the Local Church Auditor.

Steps/Procedures/Flow

1. The Local Church Treasurer shall prepare a Petty Cash Voucher for any request for payment received by him/her.
2. If all the pre-requisites for payment is complete, the Local Church Treasurer may make the payment and the Payee signs in the voucher to indicate receipt of payment;
3. The Petty Cash Voucher including all supporting documents shall be stamped 'PAID' by the Local Church Treasurer and filed;
4. Petty Cash Vouchers are recorded by the Local Church Treasurer in the Petty Cash Book;
5. Before the Petty Cash Fund is depleted, the Local Church Treasurer summarizes all payments made and prepares Disbursement Voucher for the replenishment of the Fund.

Required Forms

1. Petty Cash Voucher

Prepared by	:	The Local Church Treasurer
Approved by	:	The Administrative Pastor
Signed by	:	The Payee upon receipt of payment
Distribution	:	Original copy - Local Church Treasurer
2. Petty Cash summary or Petty Cash Payment: The Local Church Treasurer

Wider Mission Support (Assessment)

The Local Church

Policy Statement

It is the policy of the Church that all Local Churches shall provide financial support to Wider Church Mission.

Policy Guidelines

1. The Local Church shall set aside 22% (some conference practice 25% or more) of its actual gross collections every month for Wider Church Mission support.
2. Sources: 22% actual gross collection shall mean collections from Tithes, Pledges, Loose Offering and Thanksgiving Offering received by the Local church every month. Some Conferences that practice more than the minimum of 22% Wider Mission Support.

3. Remittance: The 22% shall be remitted to the Conference immediately on the first week of the month.
4. Allocation: The 22% is allocated in the following manner:
 - 3% or 13.7% of 22% goes to the National Office for General Assembly Operations
 - 2% or 9.1% of 22% goes to the National Office for Church Workers' Benefits
 - 1% or 4.5% of 22% goes to the National Office for CRI/CRO
 - 1% or 4.5% of 22% goes to the National Office for Building Fund
 - 13% or 59.1% of 22% goes to the Conference for its operations.

For those who practice more than the minimum of 22%, say, 25%, the Conference share becomes 16% or 64% of the 25%.

Steps/Procedures/Flow

1. At the end of each month, the Local Treasurer shall determine the amount to be allocated for Wider Mission Support by computing the equivalent 22%/25%/29% of the total actual collections from Pledges, Tithes, Loose Offering and Thanksgiving Offering that the Church received during the month.
2. The Treasurer arranges payment of Wider Mission Support (see Policy on Disbursements) and remits payment to the Conference within the first week of the month.
3. An Official Receipt is demanded from the Conference upon payment.

FMS FLOW: RECEIPTS, COLLECTIONS AND DEPOSITS

The Local Church must know how to keep an operating budget based on its church program for the ecclesiastical year. This will be prepared by the Local Church Finance Committee composed of the Financial Secretary, with the assistance of the Pastor, the Treasurer and the Board of Deacons and other church members tasked by the local church.

Steps in Receipts, Collections and Deposits

1. Every Sunday, upon receipts of the offerings: CASH or CHECK or IN KIND



Cash

Check

they will be counted by the members of the Board of Deacons only. They will be recorded in the Weekly Income Report (WIR) form (see FORM 1). Those offerings IN KIND will be recorded as to its number of pieces or number of sacks, etc.

- offerings IN KIND will then be sold for CASH to the members or other traders
- Official Receipts will then be issued for the CASH value of the IN KIND goods to the member/giver (or donor/giver)

FORM 1 WEEKLY INCOME REPORT (WIR)

UNITED CHURCH OF CHRIST IN THE PHILIPPINES <hr style="width: 80%; margin: 5px auto;"/> (Name of Local Church) <hr style="width: 80%; margin: 5px auto;"/> (Address of Local Church)	
WEEKLY INCOME REPORT	
Name of Sources	_____ Sunday Date: _____, 20__
1. Tithes 2. Pledges 3. Loose Offering 4. Thanksgiving Offerings 5. Birthday Offerings 6. Sunday School Offerings 7. Junior Worship Offerings Total Offerings *** 8. Special Offerings: Building Fund 9. Special Gifts/Offerings for CYF 10. Special Gifts/Offerings for _____ 11. Other Offerings Total of Other Offerings	Php _____ Php _____ Php _____ Php _____ Php _____ Php _____ Php _____ Php _____ Php _____ Php _____ Php _____ Php _____
GRAND TOTAL	Php _____
Prepared by: _____ Board of Deacons	Certified Correct: _____ Financial Secretary
I HEREBY ACKNOWLEDGE RECEIPT of the total indicated above amount _____	

Treasurer

***These Offerings are subject to the 22% (25% to 29%) Wider Mission Support.

- The Local Church Treasurer will issue Official Receipt (OR) (see FORM 2) to each individual tither, pledgor or donor and these will be given to them. Official Receipt numbers must be in series.

FORM 2 OFFICIAL RECEIPT (OR)

<p>UNITED CHURCH OF CHRIST IN THE PHILIPPINES</p> <hr style="width: 80%; margin: 5px auto;"/> <p>(Name of Local Church)</p> <hr style="width: 80%; margin: 5px auto;"/> <p>(Address of Local Church)</p>	
<p>OFFICIAL RECEIPT</p>	
<p>No. _____</p> <p>Received from _____</p> <p>Address _____</p> <p>The sum of PESOS _____</p> <p>For _____</p> <p>—</p> <p>Cash P _____</p> <p>M.O./Check No. _____</p>	<p>Date: _____, 20__</p> <p style="text-align: center;">_____ Treasurer</p>

- The Local Church Treasurer deposits the collections in the bank deposit slip (see FORM 3) with duplicate copies: 1 for the bank, 1 to be attached to the Weekly Income Report.

4. The Treasurer will record the official receipts in the Cash Receipt Book (CRB) and safe keep the book.
(See separate paper)
5. At the end of the month the Treasurer will total the cash receipt book and prepare a Monthly Givings Report (see FORM 5).

Cash Receipt Book (CRB)

Date	Received	Particulars	OR No.	Cash/Check	Tithe	Pledge	Loose Off.	Thnksgrvng	Other Off	Donations/	ECE	Building	Others
	From							Off. B-day		Solicitations	Center	Fund	
								Anniv					
6/1/2004	cancelled		1										
6/1/2004	Ms. Valle	Tithe	2	1,000.00	1,000.00								
6/1/2004	Ms. Ortega	Pledge	3	500.00		500.00							
6/1/2004	Ms. Garcines	Loose Off	4	6,754.35			6,754.35						
6/5/2004	Ms. Diaz	School Fees	5	200.00							200.00		
6/6/2004	Atty. Rio	Donations	6	5,000.00						5,000.00			
6/10/2004	Ms. Lani Lim	Bldg. Fund	7	10,000.00								10,000.00	
6/20/2004	Ms. Valle	Tithe	8	600.00	600.00								
6/25/2004	Ms. Garcines	Spec. Off. For	9	4,530.00					4,530.00				
		Min. Student											
6/25/2004	cancelled		10										
6/25/2004	Mr. Lapuz	Pledge	11	2,000.00		2,000.00							
6/26/2004	Rev. Valle	Tithe	12	700.00	700.00								
6/26/2004	Ms. Monsod	Thanksgiving	13	1,200.00				1,200.00					
		Offering											
6/26/2004	Dr. Luna	Tithe	14	10,000.00	10,000.00								
6/26/2004	Rodriguez Fam.	Tithe	15	5,000.00	5,000.00								

6/26/2004	Ms. Garcines	Loose Off.	16	4,473.20			4,473.20						
		Total for the											
		Month of											
		JUNE		55,227.55	17,300.00	2,500.00	11,497.55	1,200.00	4,530.00	5,000.00	200	10,000.00	0.00

FORM 5 MONTHLY GIVINGS REPORT

UNITED CHURCH OF CHRIST IN THE PHILIPPINES <hr style="width: 50%; margin: 5px auto;"/> <div style="text-align: center;">(Name of Local Church)</div> <hr style="width: 50%; margin: 5px auto;"/> <div style="text-align: center;">(Address of Local Church)</div>		
SUMMARY OF MONTHLY GIVINGS FOR THE MONTH OF _____ 20__		
MONTHLY GIVINGS		
<div style="margin-bottom: 10px;">1. Tithes</div> <div style="margin-bottom: 10px;">2. Pledges</div> <div style="margin-bottom: 10px;">3. Loose Offering</div> <div style="margin-bottom: 10px;">4. Thanksgiving Offerings</div> <div style="margin-bottom: 10px;">5. Birthday Offerings</div> <div style="margin-bottom: 10px;">6. Sunday School Offerings</div> <div style="margin-bottom: 10px;">7. Junior Worship Offerings</div> <div style="margin-bottom: 10px;">Total Offerings ***</div> <div style="margin-bottom: 10px;">8. Special Offerings: Building Fund</div> <div style="margin-bottom: 10px;">9. Special Gifts/Offerings for CYF</div> <div style="margin-bottom: 10px;">10. Special Gifts/Offerings for _____</div> <div style="margin-bottom: 10px;">11. Other Offerings</div> <div style="margin-bottom: 10px;">Total of Other Offerings</div> <div style="margin-bottom: 10px;">TOTAL FOR THE MONTH</div>	<div style="margin-bottom: 10px;">Php _____</div> <div style="margin-bottom: 10px;">Php _____</div> <div style="margin-bottom: 10px;">Php _____</div> <div style="margin-bottom: 10px;">Php _____</div> <div style="margin-bottom: 10px;">Php _____</div> <div style="margin-bottom: 10px;">Php _____</div> <div style="margin-bottom: 10px;">Php _____</div> <div style="margin-bottom: 10px;">Php _____</div> <div style="margin-bottom: 10px;">Php _____</div> <div style="margin-bottom: 10px;">Php _____</div> <div style="margin-bottom: 10px;">Php _____</div> <div style="margin-bottom: 10px;">Php _____</div> <div style="margin-bottom: 10px;">Php _____</div> <div style="margin-bottom: 10px;">Php _____</div> <div style="margin-bottom: 10px;">Php _____</div>	
MONTHLY REMITTANCES TO <div style="margin-bottom: 10px;">General Assembly (Operation) 3%</div> <div style="margin-bottom: 10px;">General Assembly (Church Program) 2%</div> <div style="margin-bottom: 10px;">General Assembly (Church Workers Benefits) 2%</div> <div style="margin-bottom: 10px;">General Assembly (CRI/CRO) 1%</div> <div style="margin-bottom: 10px;">General Assembly (Building Fund) 1%</div> <div style="margin-bottom: 10px;">Conference 13%</div> <div style="margin-bottom: 10px;">Total 22%</div>	<div style="margin-bottom: 10px;">Php _____</div> <div style="margin-bottom: 10px;">Php _____</div> <div style="margin-bottom: 10px;">Php _____</div> <div style="margin-bottom: 10px;">Php _____</div> <div style="margin-bottom: 10px;">Php _____</div> <div style="margin-bottom: 10px;">Php _____</div> <div style="margin-bottom: 10px;">Php _____</div>	
Prepared by:	Treasurer	Date Remitted: _____
Checked by:	Financial Secretary	Amount: _____
Verified by:	Auditor	Check No. _____
Original copy: Financial Secretary; Duplicate copy: Treasurer; Triplicate copy: Administrative Pastor		

***These Offerings are subject to the 22% (25% to 29%) Wider Mission Support.

FMS FLOW: DISBURSEMENTS

Steps in Disbursements:

1. The Treasurer will prepare the Cash Disbursement Voucher (CDV) (see FORM 6)
2. All supporting documents related to the disbursement are to be attached; the check for payment will then be issued and signed by the authorized signatories.
3. The Payee (of the check) or its authorized collector signs the Cash Disbursement Voucher to show he/she received the payment and issues the corresponding Official Receipt for the payment.
4. Then the Treasurer will stamp 'PAID' on the face of the Cash Disbursement Voucher and file it.

FORM 6 CASH DISBURSEMENT VOUCHER (CDV)

UNITED CHURCH OF CHRIST IN THE PHILIPPINES Cagayan de Oro City (Local Church) Abellanos St., Cagayan de Oro City (Address of Local Church)		
CASH DISBURSEMENT VOUCHER NO. 001-03 Date: May 1, 2003		
PAY IN FAVOR OF <u>REV. MILDRED TEQUIS</u> Address: <u>UCCP Cagayan de Oro City, Licoan St., Cagayan de Oro City</u>		
Account No.	Particulars	Amount
DR-CASH CR-ADVANCE	Cash advance to attend pastors' training from May 5 to May 8, 2003 at the UCCP National Office-Manila (Please see request for cash advance attached)	P10,000.00
	TOTALS	P10,000.00
Received from the UNITED CHURCH OF CHRIST IN THE PHILIPPINES, Cagayan de Oro City the sum of PESOS *Ten Thousand Only* (Php10,000.00) in payment of the above account. REV. MILDRED TEQUIS Payee Prepared by: Checked by: Recommended by: Approved by: Jasmine Sumalino Lina Sabal Mr. Rodolfo Lao Reuben Cediño Treasurer Auditor Auditor Administrative Pastor Original Copy: Treasurer; Duplicate: Expense Folder File; Triplicate: Local Church Control Copy		

5. All Cash Disbursement Vouchers and checks issued will be recorded by the Treasurer in the Cash Disbursement Book (CDB) (see page 46)

6. At the end of the month, the Treasurer will total the cash disbursement book and prepare a monthly disbursement report. (See separate paper)

FMS: CASH ADVANCES

If there are activities in the local church that needs Cash Advances, this is allowed for officers and staff of the local church only.

Steps in Cash Advances

1. The officer or staff of the local church prepares a Request for Cash Advance (see FORM 8).
2. The Financial Secretary recommends this cash advance to the Administrative Pastor for approval. Upon approval, the Treasurer prepares a cash disbursement voucher and check which the officer or staff receives.

CASH DISBURSEMENT BOOK (CDB)

FORM 8 REQUEST FOR CASH ADVANCE

UNITED CHURCH OF CHRIST IN THE PHILIPPINES Cagayan de Oro City Licoan St., Cagayan de Oro City			
REQUEST FOR CASH ADVANCE			
May 1. 2003 PAYEE: <u>REV. MILDRED TEQUIS</u> Address: <u>Licoan St., Cagayan de Oro City</u> Amount (in words) <u>***TEN THOUSAND PESOS ONLY***</u> (Php10,000.00*) Purpose: <u>To attend the Pastors' Training conducted by the UCCP National Education Unit from May 5 to</u> <u>8m 2003</u>			
Account Charge	Program	Account Title	
Account No. 01-10005	CEN	Clergy Development	
Prepared by:	Requested by:	Recommended by:	Approved by:
Sonia Go Bookkeeper	Rev. Mildred Tequis Requesting Officer/Staff	Mr. Rodolfo Lao Financial Secretary	Reuben Cediño Administrative Pastor

3. Within 10 days after the church activity, the officer or staff prepares a Liquidation Report Form (see FORM 9)
 - if the expenses is "less" than the cash advance, the officer or staff returns the excess cash to the Treasurer or Cashier who will issue an Official Receipt to receive it;
 - if the expenses is "more" than the cash advance, the Treasurer pays the officer or staff the excess expense;
 - if the expense is "equal" to the cash advance, the officer or staff will just submit his/her liquidation to the Treasurer.
4. All receipts and supporting documents for the expenses should be attached to the Liquidation Report Form.

FMS: CASH ADVANCE

FORM 9 LIQUIDATION REPORT FORM

UNITED CHURCH OF CHRIST IN THE PHILIPPINES Cagayan de Oro City Licoan St., Cagayan de Oro City			
LIQUIDATION REPORT FORM			
<div style="text-align: right; margin-bottom: 10px;">May 18, 2003</div> <div style="display: flex; justify-content: space-between;"><div>NAME: <u>REV. MILDRED M. TEQUIS</u></div><div>PROGRAM DESK: <u>CEN</u></div></div> <p>This is to liquidate the CASH ADVANCE:</p> <p>Disbursed on <u>May 1, 2003</u></p> <div style="display: flex; justify-content: space-between;"><p>Cash Disbursement Voucher No. <u>001-03</u></p><p>Amount: <u>Php10,000.00</u></p></div> <p>Purpose: <u>To attend Pastors' Training in UCCP Manila last May 5 to May 8, 2003</u></p>			
PROGRAM	DATE	PARTICULARS	AMOUNT
C E N	5/02/03	Plane Ticket – round trip	P 6,000.00
	5/05/03	Registration Fee	1,000.00
	5/07/03	Theological books for church library	2,000.00
	5/08/03	Taxi Fares	500.00
		Total Expenses	P 9,500.00
		Amount Advanced	10,000.00
		<u>FOR RETURN/</u> FOR REFUND	P 500.00
<div style="display: flex; justify-content: space-between; margin-top: 20px;"><div>Submitted by: MILDRED M. TEQUIS CEN Minister</div><div>Noted by: JASMINE SUMALINOG Treasurer</div></div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div>Approved by: REV. REUBEN CEDINO Administrative Pastor</div><div>Date: MAY 18, 2003</div></div>			

5. All these expenses incurred by the Cash Advance will be recorded by the Church Treasurer in the Cash Advance Ledger of the individual officer and staff.

1) GENERAL LEDGER – CASH ADVANCE
CASH ADVANCE

Date	Particulars	Ref.	DEBIT		Date	Particulars	Ref.	CREDIT
20__		Folio	Amount		20__		Folio	Amount
June					June			
July					July			
Aug.					Aug.			
Sept.					Sept.			
Oct.					Oct.			
Nov.					Nov.			
Dec.					Dec.			
20__					20__			
Jan.					Jan.			
Feb.					Feb.			
Mar.					Mar.			
Apr.					Apr.			
May	Total Advance	CDB	10,000.00		May	Total Liq. - Advance	CRB	10,000.00

2) SUBSIDIARY LEDGER – OFFICER OR STAFF CASH ADVANCE LEDGER
CASH ADVANCE – REV. MILDRED M. TEQUIS

Date	Particulars	Ref.	DEBIT		Date	Particulars	Ref.	CREDIT
20__		Folio	Amount		20__		Folio	Amount
June					June			
July					July			
Aug.					Aug.			
Sept.					Sept.			
Oct.					Oct.			
Nov.					Nov.			
Dec.					Dec.			
20__					20__			
Jan.					Jan.			
Feb.					Feb.			
Mar.					Mar.			
Apr.					Apr.			
May	UCCP Manila		10,000.00		May	Liquidation – Adv.		10,000.00

FMS: PETTY CASH FUND

1. All the Local Churches should maintain a Petty Cash Fund. The fund will cover all the petty or small expenses incurred by the Local Church in the course of its ministry. The amount will vary depending on the need of the church (P500.00, P1,000.00)
2. The Treasurer based on the budget will take care of the payment of these petty expenses using the Petty Cash voucher (see FORM 10)

FORM 10 PETTY CASH VOUCHER

UNITED CHURCH OF CHRIST IN THE PHILIPPINES Cagayan de Oro City Abellanos St., Cagayan de Oro City		
LIQUIDATION REPORT FORM		NO. 001-03 Date July 5, 2003
NAME OF PAYEE	REV. JONATHAN CAL – Youth Minister	
Address	UCCP Cagayan de Oro City, Licoan St., Cagayan de Oro City	
Account No.	PARTICULARS	Amount
1-A Mat. and Supplies-Youth	Materials and supplies for Youth Week Guide production per National Bookstore Receipt #54678 – 7/10/03 attached	Php200.00
	TOTAL	Php200.00
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> Prepared by: JASMINE SUMALINOG Treasurer </div> <div style="width: 30%;"> Requested by: REV. JONATHAN CAL Youth Desk </div> <div style="width: 30%;"> Received by: REV. JONATHAN CAL Payee Approved by: REV. REUBEN CEDINO Administrative Pastor </div> </div> <p>Original Copy: Local Church Treasurer</p>		

3. All the Petty expenses will then be totaled by the Treasurer for replenishment and will prepare a Summary of Petty Cash Payment (or Petty Cash Replenishment) (see FORM 11)

FORM 11 PETTY CASH REPLENISHMENT (OR SUMMARY OF PETTY CASH PAYMENT)

UNITED CHURCH OF CHRIST IN THE PHILIPPINES Cagayan de Oro City Abellanos St., Cagayan de Oro City				
PETTY CASH REPLENISHMENT (OR SUMMARY OF PETTY CASH PAYMENT)				No. 0001-2003 July 30, 2003
Date	PCV No.	Particulars	Amount	Account No.
7/05/03	001-03	Jonathan Cal	P200.00	1-A (Mat/Supplies)
7/10/03	002-03	Post Office	150.00	2-A (Postage)
7/20/03	003-03	Sonia Go, Bookkeeper	125.00	3-A (Fares)
7/23/03	004-03	Ambal Newstand	300.00	4-A (Subscription)
7/28/03	005-03	Gaisano Superstore	75.00	5-A (Cleaning Supplies)
7/30/03	006-03	Rotary Club – Cagayan de Oro	100.00	6-A (Donation)
		TOTAL	P900.00	
TOTAL PETTY CASH FUND			P1,000.00	

	900.00
P	100.00

JASMINE SUMALINOG
Treasurer

[illegible]

October											
November											
December											
January											
February											
March											
April											
May											
June											
GRAND TOTAL											

Tithe/Pledge Envelope

Name: _____ Address: _____ Barrio: _____ Town: _____ City: _____ Province: _____						
UNITED CHURCH OF CHRIST IN THE PHILIPPINES Envelope for weekly giving of pledges in support of _____ Church						
Month	1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	TOTAL
July						
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
GRAND TOTAL						

PROGRAM ON STEWARDSHIP AND FUND GENERATION

The following are stewardship and church finance ministries and projects of the General Assembly which are part of the long term self-reliance program of the church. The local churches are challenged to implement and support these ministries/programs to support the total life and works of the church.

THE CARING AND STEWARDSHIP ENHANCEMENT MINISTRY (Draft)

Rationale/Background

Almost 75% of our churches are located in rural and frontier areas which explains why majority of our members are farmers. Most of these farmers are subsistence farmers. They earn their income mainly through farm produce: rice, corn, coconut, sugarcane, vegetables and fruits, and other farm produce as well as animal raising – goat, chicken and pigs for family consumption.

Many of these farmers have small landholdings like below five hectares but many are landless and sell their labor as farm workers. Subsistence farmers earn only during harvesting seasons so they engage in other jobs in between as farm workers, as household helpers, as laborers in urban centers or as fisherfolks. Just as there is a high incidence of unemployment and underemployment in the country, this is also true among our church members.

Hence, giving in our churches is rather low. Based on a recent survey in one of the circuits in Antique, Panay Island, weekly average individual giving was P6.25 and monthly average giving was P25.00. Our members are actually generous but they cannot give more than what they can earn, in fact, these average giving is actually a tithe.

It is in this context that the local church should also look into the livelihood of the members and plan ways on how members may be helped in augmenting their income, or provide employment while doing vigorous stewardship campaign on the giving of tithes, pledges, other offerings and the Wider Mission Support in the local church.

It shall be the concern of the local church and the wider bodies to cultivate/enrich the caring responsibility and support system of the church.

Implementing Guidelines

1. To enhance the stewardship of giving practices in the churches through the giving of tithes, pledges and other offerings as well as the faithful giving of the Wider Mission Support. This shall be the local church's concrete expressions of resource sharing, caring and support system mechanisms to sustain the total life and ministry of the church.
2. The deacons should do home or personal visits to facilitate the commitments of members for the support of the local church's mission and ministry. The local church program and budget will be explained in brief as well as the pledge card. The pledge card will be offered the following Sunday by the pledgor. They should challenge individuals to give out of their faith and not to a budget.
3. The deacons shall use the pledge cards as one of the basis in determining the realizing of the budget. They shall give a brief update of how far the budget receipts are committed in terms of percentage to encourage more tithers and pledgors. This will be done during the months of June, July and August or until the budget receipts are fully committed. Regular visitations and fellowships should be part of the caring and nurturing efforts of the local church.
4. The Financial Secretary of the Conference shall get the 22%, 25%, 29% Wider Mission Support of the churches from their local church budgets. This will then be the basis of the 22%/25%/29% WMS receipts in the conference budget. Other commitments such as the Great Time of Sharing pledges

and UCCP card will also be solicited. A Conference Stewardship Commitment Form will be used for this purpose. This should be done every year.

5. Part of the caring responsibility of the church is to help or facilitate for members to acquire a decent employment. The Deacons, pastor or other church leaders can help in these efforts.
6. Partnership with urban churches and rural churches can be facilitated for job opportunities for members who are in need of employment or needing help such as medical referrals.
7. Our Church Owned and Related Institutions (schools, hospitals, guest houses, other businesses) can also help provide employment based on their Human Resource Development requirements.
8. Scholarships can also be facilitated by the church or the wider bodies to deserving students needing assistance as well as respond to the Human Resource Development requirements of the church and church owned and related institutions.
9. Possible sponsors for scholarships shall be tapped by wider bodies or this should be part of the urban-rural churches partnership possibilities.
10. The conference stewardship campaign leaders can help in the stewardship promotion and caring system on the conference level.
11. Yearly evaluation on the local church and conference levels shall be done to determine the stewardship performance and support system plans. This will be facilitated by the pastor in the case of the local church and the conference minister in the case of the conference.

THE GREAT TIME OF SHARING PROJECT

Rationale/Background

For the last fifty years now, improvement in the support of our church workers have been found wanting.

Based on the available data, of the 2,365 church workers nationwide, only 38% are enrolled with SSS while the majority or 62% are not. Of the 1,090 full time church workers, 26% receive below P1,000 monthly support, 63% receive between P1,001 to 5,999 monthly support and only 11% are receiving P6,000 and above monthly support. In fact the lowest monthly support recorded is P40.

Our present church benefits extended by the national office also needs to be improved. Presently, these are as follows:

- Maximum hospitalization assistance of P10,000 per year
- Monthly pension of P850.00 or P2,550.00 per quarter
- Salary assistance extended to those receiving below P1,000 a month
- Mortuary assistance of P10,000
- Ministerial support of P5,000 per year

To date our church workers Benefits Endowment Fund is only 13 million pesos.

We are therefore raising funds to improve this church support through the Great Time of Sharing Pledge.

The Great Time of Sharing (GTS) is a special offering and an extra giving commitment pledge which aims to raise a minimum of P240 million endowment fund in the next five years by inviting at least 80,000 GRS pledgors to participate.

By realizing this goal, we will be able to provide the following by the Ecclesiastical Year 2005:

- Better hospitalization plan – maximum amount extended shall be P20,000
- Monthly pension that will be based on credited years of service based on the classification of the church worker and the nature of assignment
- A salary standardization plan based on progressive scheme.
- An improved mortuary plan – double the amount presently received
- Continuing theological education program
- Better Ministerial Scholarship program
- Regular Christian Education Sunday school manuals, bible study guides, etc.

Implementing Guidelines

1. The interest from the investment of the Great Time of Sharing Endowment Fund after deducting the operational expenses related to the campaign will be used as follows:
 - 1.1 85% for the Comprehensive Benefits Program for Church Workers
 - 1.2 13% Theological Education Scholarship Assistance
 - 1.3 2% Assistance in the production of Sunday school and other study materials.
2. Based on our UCCP data, the following are our potential GTS pledgor targets
 - 2.1 We have 1,752 local churches and 936 worshipping congregations or a total of 2,690 churches.
 - 2.2 We have an estimate of 266,620 or a total of 44,436 families. 42% of UCCP population having work represents 111,980 members.
 - 2.3 We have 2,365 church workers as of 1998 data.
 - 2.4 We have 18 church related schools, 5 church related hospitals and some foundations for social concerns
 - 2.5 We have partner churches abroad.
 - 2.6 We have thousands of UCCP members residing in the US, Canada, Europe and Asian countries
 - 2.7 We have a million friends and sympathizers here and abroad
 - 2.8 Constituency Map: A Church Universe

2.9 Gift Range Chart (Using the 70/20/10 Formula)

Range of Gifts	# of Gifts	# of Prospects	Range Total	Cumulative Total
5,000,000.00	3	6-12	15,000,000.00	15,000,000.00
3,000,000.00	5	10-20	15,000,000.00	30,000,000.00
2,000,000.00	7	14-28	14,000,000.00	44,000,000.00
1,000,000.00	10	20-40	10,000,000.00	54,000,000.00
500,000.00	25	50-100	12,500,000.00	66,500,000.00
100,000.00	50	100-200	5,000,000.00	71,500,000.00
50,000.00	100	200-400	5,000,000.00	76,500,000.00
40,000.00	200	400-800	8,000,000.00	84,500,000.00
35,000.00	300	600-1,200	10,500,000.00	95,000,000.00
30,000.00	800	1,600-2,400	24,000,000.00	119,000,000.00
25,000.00	1,500	3,000-6,000	37,500,000.00	156,500,000.00
20,000.00	2,000	4,000-8,000	40,000,000.00	196,500,000.00
10,000.00	4,000	8,000-16,000	40,000,000.00	236,500,000.00
5,000.00	6,000	12,000-24,000	30,000,000.00	266,500,000.00
2,500.00	14,000	28,000-56,000	35,000,000.00	301,500,000.00
1,200.00	21,000	42,000-84,000	25,200,000.00	326,700,000.00

Average of 2,000 Potential GTS Pledgors per Conference

2.10 Donor – Constituency Gift Goals (5 years)

Constituency Segments	GTS Average Gift	GTS Average Total Gift	Cumulative Total
National Officers (15)	20,000.00	300,000.00	300,000.00
Staff (40)	5,000.00	100,000.00	400,000.00
Witnessing Stewards/Campaign Leaders (200)	10,000.00	1,000,000.00	1,400,000.00
National Organizations (3)	50,000.00	90,000.00	1,490,000.00
Church Workers: Total Full Time: 1,500			
Urban – 150	25,000.00	3,000,000.00	4,490,000.00
Semi-Urban – 300	10,000.00	3,000,000.00	7,490,000.00
Rural – 1,050	2,500.00	2,625,000.00	10,115,000.00
National Commissions (20)	20,000.00	200,000.00	10,315,000.00
UCCP members: Income Levels			

High – 4,000	30,000.00	120,000,000.00	130,315,000.00
Middle – 3,000	15,000.00	30,000,000.00	160,315,000.00
Middle-Middle – 5,000	10,000.00	50,000,000.00	210,315,000.00
Low Middle – 10,000	3,000.00	30,000,000.00	240,315,000.00
Low – 20,000	800.00	16,000,000.00	256,315,000.00
Heritage Churches Abroad (4)	1,000,000.00	4,000,000.00	260,315,000.00
Partner Churches/Ecumenical Partners (10)	500,000.00	5,000,000.00	265,315,000.00
UCCP Hospitals (4)	200,000.00	800,000.00	266,115,000.00
UCCP Schools (20)	25,000.00	500,000.00	266,615,000.00
UCCP Guest Houses (4)	400,000.00	1,600,000.00	268,215,000.00
Pastors Working Abroad (100)	20,000.00	2,000,000.00	270,215,000.00
UCCP Scholars (200)	10,000.00	1,000,000.00	271,215,000.00
UCCP Members Working Abroad (2,600)	20,000.00	52,000,000.00	323,215,000.00
Friends/sympathizers (500)	20,000.00	5,000,000.00	328,215,000.00
Suppliers (10)	10,000.00	50,000.00	328,265,000.00
Beneficiaries (1,000)	500.00	5,000,000.00	328,765,000.00

- The project calls for active participation from all individual members, families, churches, church organizations, institutions, heritage churches as well as partners abroad. The pledgor may make a commitment based on his/her capacity and generosity as follows:

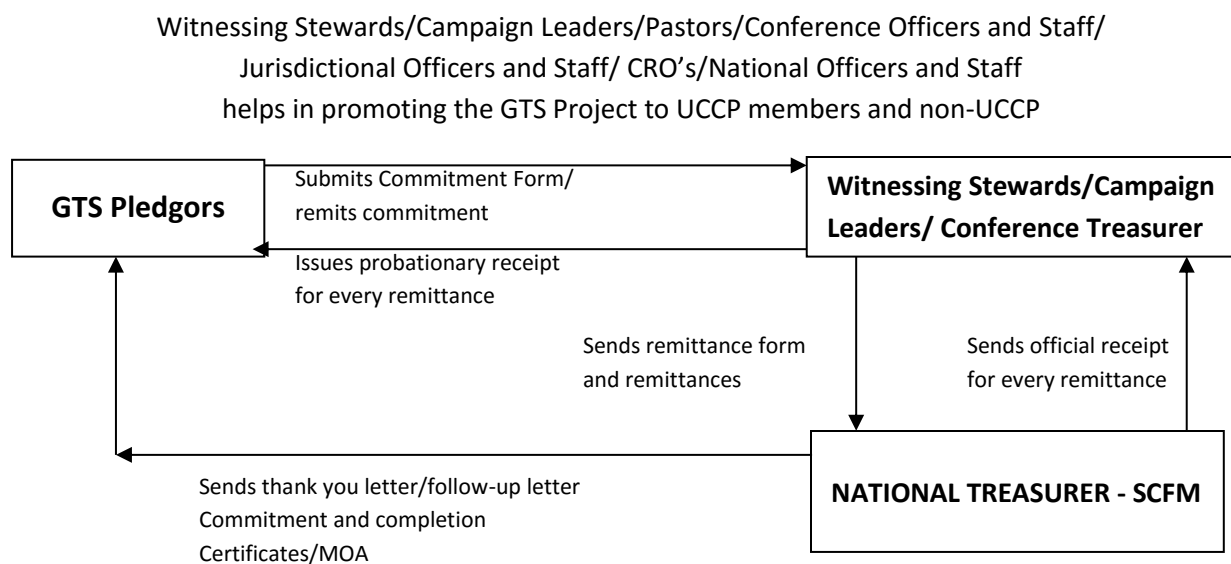
GTS Diamond Pledgor	(Php1,000,000.00 / \$20,000.00 and above)
GTS Gold Pledgor	(Php500,000.00 / \$10,000.00 and above)
GTS Silver Pledgor	(Php100,000.00 / \$2,500.00 and above)
GTS Bronze Pledgor	(Php50,000.00 / \$1,250.00 and above)
GTS Shalom Pledgor	(Php20,000.00 / \$400.00 and above)
GTS Pledgor	(Php10,000.00 / below \$400.00)

It is easier to ask for a smaller amount than a bigger one so we are now encouraging members to pledge the minimum of P2,500.00 in five years. This is P500.00 per year or P42.00 per month. With this scheme, we can expand our Donor-pledgers to a maximum of 80,000. This may include individuals, even children and youth. Donor-Pledgers can upgrade their GTS pledge according to their capacity.

- Conferences shall have at least five Witnessing Stewards or Campaign Leaders who shall do the promotion and the collection of commitments. They shall be members who have the following qualities: impeccable integrity, ability to listen well, ability to motivate, high energy, real concern for people, high expectations, love of the work or deeply committed, has perseverance, presence and a strong leadership quality. Home or church visitation or person to person campaign in the best approach for closing a commitment.
- Witnessing Stewards / Campaign Leaders shall be given an honorarium which is 10% of total remitted amount or as may be decided upon by the Conference.
- The SCFM – National Treasurer’s Office along with the Jurisdictional Coordinators and Conference office shall help facilitate the orientation and training of Witnessing Stewards / Campaign Leaders, production of cards, monitoring of sales, production of promotional materials.

7. A Memorandum of Agreement shall be made between the UCCP and the GRS pledgor to ensure that the fund donated to the church will not be withdrawn by the donor and that it shall be used for the purpose it was donated.
8. Special Great Time of Sharing offerings shall be held every annual conference. This may be held either in the opening or closing liturgy.
9. Churches shall hold a Great Time of Sharing special offerings every December 24 or Christmas day. This will be remitted to the National Treasurer. The local church should indicate the names and pledges of every pledgors or if not indicated will be placed as the local church pledge.
10. The deacons, financial secretary, treasurers, pastors, church related organizations officers and other volunteers can become campaign leaders and witnessing stewards in the conference to do the vigorous campaign of this project.
11. Strategy to be used for this project shall be: special offering, direct mail, pledging, special events, major gift and planned giving.
12. Special events may be held during the UCCP anniversary to encourage more pledgors and recognize pledgors who have completed their commitments.

Process Flow:



THE UCCP CARD PROJECT

Rationale/Background

Based on UCCP data, of the 2,690 churches, only 117 (4%) UCCP properties are titled in the name of UCCP while 96% of the church properties have either no titles or the title is still in the name of the local church and not the UCCP.

The UCCP card project is one of our stewardship projects which aims to raise funds for the titling of church properties.

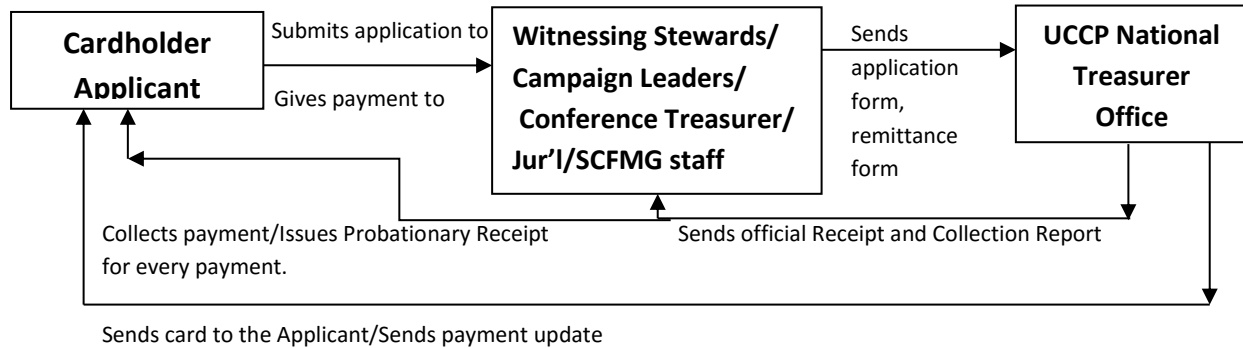
Proceeds of membership card sales/donation shall go to this property titling fund. We need to raise at least Php50 million to ensure the full implementation of this project.

Implementing Guidelines

1. There shall be two kinds of UCCP cards, namely, the membership card for members and the privilege card for non-UCCP members.
 2. The UCCP cards have three types, namely:
 - 2.1 Biennial Card - P 200.00
 - 2.2 Quadrennial Card - P 300.00
 - 2.3 Lifetime Card - P1,000.00
 3. Prices of the cards may change without prior notice
 4. All members are encouraged to get the lifetime card as expression of stewardship support.
 5. The goal of this project is to get at least 133,320 cards or 50% of the total UCCP population which is 266,610 (although there are 800,000 UCCP members according to NSO data) in the next 10 years distributed as follows:
 - 5.1 Biennial Card - 33,330
 - 5.2 Quadrennial Card - 13,332
 - 5.3 Lifetime Card - 86,658
- Non-UCCP members refers to members of the churches within the National Council of Churches in the Philippines (NCC) which has a total of 6,653,990 members. We are targeting at least 1% of such population which is 66,539 persons.
6. Conferences shall have at least five Witnessing Stewards or Campaign Leaders who shall do the promotion and selling of the card as well as the collection of payments. They shall be members who shall have the following qualities: impeccable integrity, ability to listen well, ability to motivate, high energy, real concern for people, high expectations, love of the work or deeply committed, perseverance, and a strong quality of leadership. Home or church visitation or person to person campaign is the best approach in closing a commitment.
 7. Campaign Leaders/Witnessing Stewards shall be given honorarium which is 10% of total remitted amount or this may be decided upon by the conference.
 8. Business establishments such as UCCP guest houses, hospitals, clinics, restaurants, parlors, transportation and those establishments owned by members and friends may be negotiated by the stewards and campaign leaders to be partners of the UCCP card project. Business partners may be asked to grant discount to cardholders. This partnership shall be concretized through a notarized Memorandum of Agreement (MOA).
 9. The SCFM-National Treasurer's Office along with the jurisdictional coordinators and conference office shall help facilitate the orientation and training of witnessing stewards/campaign leaders, production of cards, monitoring of sales, production of promotional materials.
 10. All income of this UCCP card project shall be used for the titling of properties after deducting all operational expenditures and if funds allow, maybe used also in the acquisition of new church sites.
 11. Promotional gifts may be extended to cardholders as part of promotional activities.

Process Flow:

Witnessing Stewards/Campaign Leaders/Pastors/Conference Officers and Staff/
Jurisdictional Officers and Staff/ CRO's/National Officers and Staff
helps in promoting the Card Project to UCCP members and non-UCCP



THE UCCP BOOKSTORE NETWORK

Rationale/Background

The UCCP Bookstore is the “window of our faith”. Books, literatures and church supplies sold are to reflect our statement of faith, mission and value as a church. These are provided to all our constituents in the local churches, church related schools, seminaries as well as to NCCP member churches and friends who may find our materials suitable to their needs.

It makes available books and literatures on Christian life, church history, spirituality, justice, peace and integrity of creation, social issues and doctrinal materials.

Implementing Guidelines

1. A bookstore OUTLET will be opened in the four (4) jurisdictional areas to maximize the jurisdictional offices:
 - a. UCCP Bookstore Baguio Outlet
Location: NLJ, Bokawkan Road, Baguio city
 - b. UCCP Bookstore Cebu Outlet
Location: VJ, CENDET Bldg., 85 Osmeña Blvd., Cebu City
 - c. UCCP Bookstore Cagayan de Oro City Outlet
Location: NWMJ, Abellanose St., Cagayan de Oro City
 - d. UCCP Bookstore Davao City Outlet
Location: SEMJUR, Haran House, 342 Fr. Selga St., Davao City

*the SLJ area will be served by the UCCP Main Bookstore - Manila

2. The UCCP Main Bookstore-Manila will supply the four (4) jurisdictional bookstore outlets with an inventory of books, literatures and church supplies.
3. Sales System:
Sales to Conferences:

Conferences may purchase from the national or jurisdictional bookstore outlets in behalf of their local churches on cash on delivery basis.

Sales to local churches and other constituents:

Local Churches and other constituents may purchase directly from the national or jurisdictional bookstore outlets on cash on delivery basis.

ASKING FOR SUPPORT

The poor Macedonian Christians pleaded to Paul to accept their support to the mission in Judea, the little boy offered all his baon to Jesus and so the 5,000 people were fed, the widow of Zarephath offered her remaining food supply intended for his boy and herself. These are but some of the many stories in the Bible that tells us about generous giving.

Giving generously in the church do not occur overnight specially when one has just join the church. One of the mission of the church is to transform its members to be givers in life. Members need to know the Vision-Mission-Goals of the church and how this is concretized in the local church, in the immediate community and the wider community – the world.

We are inviting the local church to undertake their own strategic planning hopefully come up with their own creative and challenging programs for mission then the next step is to come up with a carefully crafted plan for asking financial support. By developing this process of asking for money, much can be expected. By not doing this, little can be expected of your campaign.

The following methods and guidelines in making decision about individual giving and support have been proven very successful in many churches here and abroad.

Personal Visit

Provides a process of personal, interactive and face to face contact as a primary method of asking financial, time/talents commitments to members and even potential givers. This provides an opportunity for members to ask questions and share their perception of the life-works of the church. This is also a time to be more acquainted with them and for them to share their interest, enthusiasm and concern of the church in a rather informal setting.

Consecrating Stewards

All of us are stewards of God's gifts. The months of April and May shall be designated to focus on the need of the giver to give rather than the needs of the church to receive. Our aim is to raise the level of giving and caring among individuals in the church rather than raising support for the church budget. Another is to encourage giving, sharing and caring as part of our discipleship that support God's work in the faith community. During the first Sundays of these months, a witnessing steward shall be invited to share her/his testimony of thanksgiving to the congregation. These are the months when the visitation team will do the visits.

Pledge Commitment Dedication Sunday

This is a special Sunday which is the culmination of consecrating stewards program. All members will be invited to offer their time and talent commitment through the Pledge Commitment Card which will be brought to the altar. Suggested date shall be the last Sunday of May.

Interactive Stewardship Campaigns

1. The Wider Mission Support campaign will be done during the month of August which is the Mission Month. The local church may invite somebody from the conference to share about the Wider Mission Support and the Wider Church Ministries for five minutes.
2. The Great Time of Sharing Project campaign will be done during the month of November so that by Christmas day or any Sunday of December designated by the local church, people are already aware of the said special offering.
3. The UCCP Card Project campaign shall be done on the month of February which is the Membership month. Card Application Forms will be available in the Conference Office. A Script in the Resource Material is available.
4. Campaigns for other Special Offerings such as the Least Coin Offering. The Theological/Ministerial Education Sunday Offering should also be undertaken just like the projects mentioned above.

Follow-up and Evaluation

Some Helpful Guidelines on Personal Visits

Before the Visit

1. Recruit persons for the visitation team two months prior to the actual visits. The Finance Officers of the local church namely, Treasurer, Financial Secretary and Deacons shall take a lead role on this activity.
2. Prepare the congregation for the personal visit by announcing it during the worship service and sending of letter indicating the date and time of the visit. This is to be confirmed or mutually agreed through telephone. This may be done by the pastor.
3. Orientation-training of the visitation team. This may be done one Sunday afternoon or Saturday afternoon. Every team will be composed of at least 8 members with a team leader.
4. Assigning of household to the Visitation Teams. Assignment of visitation team to household should be done carefully to ensure a more meaningful and effective visits. The team leader shall have a complete list of who will visit whom by each member of his/her team. Choose which team is best to make a particular visit, considering such factors as age, interests, financial resources and present financial support to the church life-works. Assignments should be done before the visitation team orientation with the pastor and the finance committee to avoid waste of time.
5. Materials Needed for the visit
 - 5.1 Information cards of the households to be visited which includes names, address, telephones, and other added information about said household.

- 5.2 The local church plan and budget (detailed and narrative)
- 5.3 Brochures about church giving/tithing/testimony/ies of givers
- 5.4 Pledge Commitments Cards
- 5.5 Material about the Wider Mission Support
- 5.6 Conference Plan and Budget (detailed and narrative)

6. In Recruiting the Visitation Team

The local church Finance officers namely: the Treasurer, Financial Secretary and Deacons are the persons who should take the lead in this activity. They may become the team leaders of the visitation team and should recruit potential members of the team having the following:

- 6.1 demonstrated a strong commitment to the church and support its life and work with both time and talents;
- 6.2 not reluctant to talk about money and the church's need and use of money;
- 6.3 agreed to complete the assigned visits within the 8 weeks period;
- 6.4 made a definite commitment to attend the visitation team orientation-training;
- 6.5 willing to make his/her own pledging before asking others to do so;
- 6.6 will participate in the commissioning for the visitation team.

7. The Role of the Visitation Team Leader

- 7.1 Personally invite people to be part of the team. More potential list may be required (from six to eight people).
- 7.2 Participate in the Orientation-Training, Commissioning and Dedication of Pledge Commitment
- 7.3 See to it that his/her team attends the Orientation-Training session
- 7.4 Monitors the visit during the period of visitation
- 7.5 Will follow-up personally any visits not completed by the end of the visitation period
- 7.6 Attend the reporting/evaluation sessions
- 7.7 Consult with the pastor and the finance committee to determine who will ask whom.

NOTES: An effective visitor is one who is willing to share the joy of giving with others as well as her/his personal commitment to the life-works of the church. By volunteering to be part of the team, one contributes to the vitality of the local church.

8. Objectives for the Visit

TELL LISTEN INVITE

- 8.1 To tell the story of our church, its Vision-Mission-Goals and Programs. We need to tell the story of the works of our church family which includes our local church, conference and national office of the UCCP.
- 8.2 To listen to what our members and potential givers say about the church, listen carefully to the person's questions and comments. In this way we express our care for them. Sometimes, listening is the most important thing we can do.

8.3 To invite persons to participate fully through giving, sharing and caring. Ask the members to make a new pledge commitment for the church as their concrete expression of caring for the church and for participating God's work in the community and the world.

9. Make the Visit Effective

9.1 Make an appointment with the person to be visited.

9.2 Prepare yourself for the visit by obtaining the basic information about the household to be visited. Review the materials on hand and think of ways of sharing before you encourage a person to participate or pledge. You can also read/study some notes on communicating and the types of personalities of the people you are visiting to better prepare yourself for the visit. Be physically and mentally prepared.

9.3 Begin building a relationship with the person to be visited on a person to person basis.

The Visit

1. Arrive on time and introduce your team.
2. Spend a few minutes getting acquainted/built rapport with the intended person/family.
3. State the reason for the visit
4. Share the church story – Vision-Mission-Goals and programs in a capsule
 - discuss the materials, help them understand that for every peso they give, they share the work of the church within and the wider community.
 - share your financial commitment to the church mission.
 - discuss some possibilities of giving and if possible increasing their commitment for the following ecclesiastical year.
5. Give clear instructions about the pledge card and when they are to offer this.
6. Ask questions and comments and if there are, listen carefully to what they say about the church.
7. Respond thoughtfully.
8. Address objections and don't ever interrupt or react negatively to the objections.
9. Emphasize that giving through the church is a way of responding to and participating in God's work.
10. Thank the family and one of the team visitors may lead a short prayer for the household.

After the Visit

Record in the card necessary information about the concluded visit and relay to the pastor and to the finance committee all the information gathered. Send thank you note to the visited person/family.

A THREE HOUR SUGGESTED GUIDE FOR THE VISITATION TEAM ORIENTATION-TRAINING

1. Singspiration, opening prayer, welcome, introduction of facilitators, objectives of the session (10 minutes)
2. Discussion on "Why do we support the church mission and ministries?" (45 minutes)
3. Objectives of the visits (10 minutes)
4. Break for snacks (15 minutes)
5. Review of the materials for the visit and homes assigned (30 minutes)
6. Discussion on How to make our visits effective (30 minutes)

7. Discussion on How to deal with difficult situations (30 minutes)
8. Challenge to the Visitation Team and Final Comment (10 minutes)
9. Closing Song, Prayer and fellowship circle (5 minutes)

Detailed Agenda for the Visitation Team Orientation-Training

1. After the singspiration and opening prayer, welcome participants to the session, each one introducing oneself, introduce the facilitators and inform them of the purpose of the orientation/training as follows:
 - 1.1 assist them in making their visits effective and fruitful;
 - 1.2 provide a venue to share with one another about giving, sharing and caring and the place of money/talents/gifts in the life-works of the church;
 - 1.3 inform them of their visitation assignments and materials needed for the visit;
 - 1.4 reflect on how they will do the task of visiting;
 - 1.5 challenge them to consider their own pledge for the next year's budget.
2. Discussion by diad/triads on "Why We Give to the Church Mission and Ministries?"
 - 2.1 Explain to the participants that before they ask others, to comment, they should first think about their own church giving commitment. This will allow each one to gain some insights into why people give.
 - 2.2 Give each one a ¼ paper and let them complete the following sentence: I give to church mission and ministry because... Group them by diads or triads for their reflection sharing for 10 minutes and let them return to the big group. Each group will be asked to share their reflections. The facilitator summarizes these insights.
3. Objectives for the visit (see above)
4. Break
5. Review of supporting materials for the visit (refer to earlier page)
6. Discussion on how to make our visit effective (review the suggested guidelines mentioned earlier)
7. Before, during and after the visit (refer to the earlier pages)
8. Discussion on how to deal with difficult situations

Let the participants divide themselves into 5's and 6's members per group. Let the group identify possible questions and objections and how they as visitors handle such questions and objections. After 15 minutes, let each group report the: questions/objections and their responses. The facilitator will summarize the result.
9. Challenge to the visitation team

This could be a time for reflection for each one to make their pledge commitment by filling up their card which they will use in the visit.
10. Closing prayer

Household Information Card

Last Name(s) _____	Tel. No. _____
Address _____	
Street and number	City/Municipality
Province	Date _____

[illegible]

Visitation Selection Report

Church		
Witnessing Steward Task Group Chair		
Team Leader	Witnessing Stewards	Household Visited
<hr/> -	<hr/> - <hr/> - <hr/> - <hr/> - <hr/> -	<hr/> - <hr/> - <hr/> - <hr/> - <hr/> -
<hr/> -	<hr/> - <hr/> - <hr/> - <hr/> - <hr/> -	<hr/> - <hr/> - <hr/> - <hr/> - <hr/> -
<hr/> -	<hr/> - <hr/> - <hr/> - <hr/> - <hr/> -	<hr/> - <hr/> - <hr/> - <hr/> - <hr/> -

	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
<hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<hr/>	<hr/>	<hr/>
-	-	-
	<hr/>	<hr/>
	-	-
	<hr/>	<hr/>
	-	-
	<hr/>	<hr/>
	-	-

Some Notes on Asking and Giving

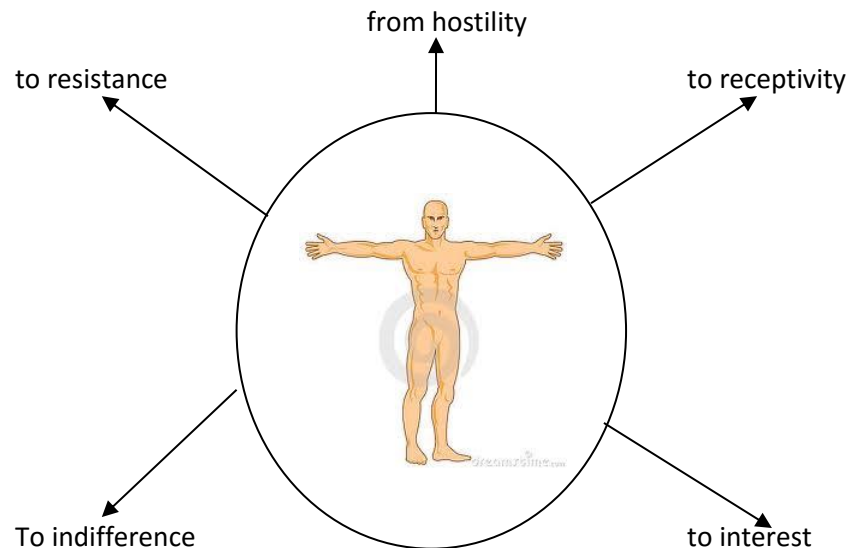
Some Notes on Asking and Giving

Some Notes on Asking and Giving

Some Notes on Asking and Giving

Promoting/Campaigning Through the Evangelism Social Network Strategy

A research conducted by Dr. McGavran in the 1950's reveals that whole population swing back and forth around all or part of an imaginary axis from hostility to resistance, to indifference, to interest to receptivity to the gospel. Some people are always found at each point on that axis. Some people are more receptive than others while some are more receptive than last year.



According to Dr. McGavran, in every land and tribe, tongue and culture in which the faith has spread the social networks composed of the relatives and friends of believers have provided bridges of God. Faith is usually spread by the mass media or by strangers, but by persons who are known and trusted by their hearers. The social network of believers provides opportunity for a “web movement” of the Christian faith.

Several types of network are involved in the spread of the Christian Faith

1. Neighborhood network are potent
2. Collegial network
3. Kinship networks or friendship networks

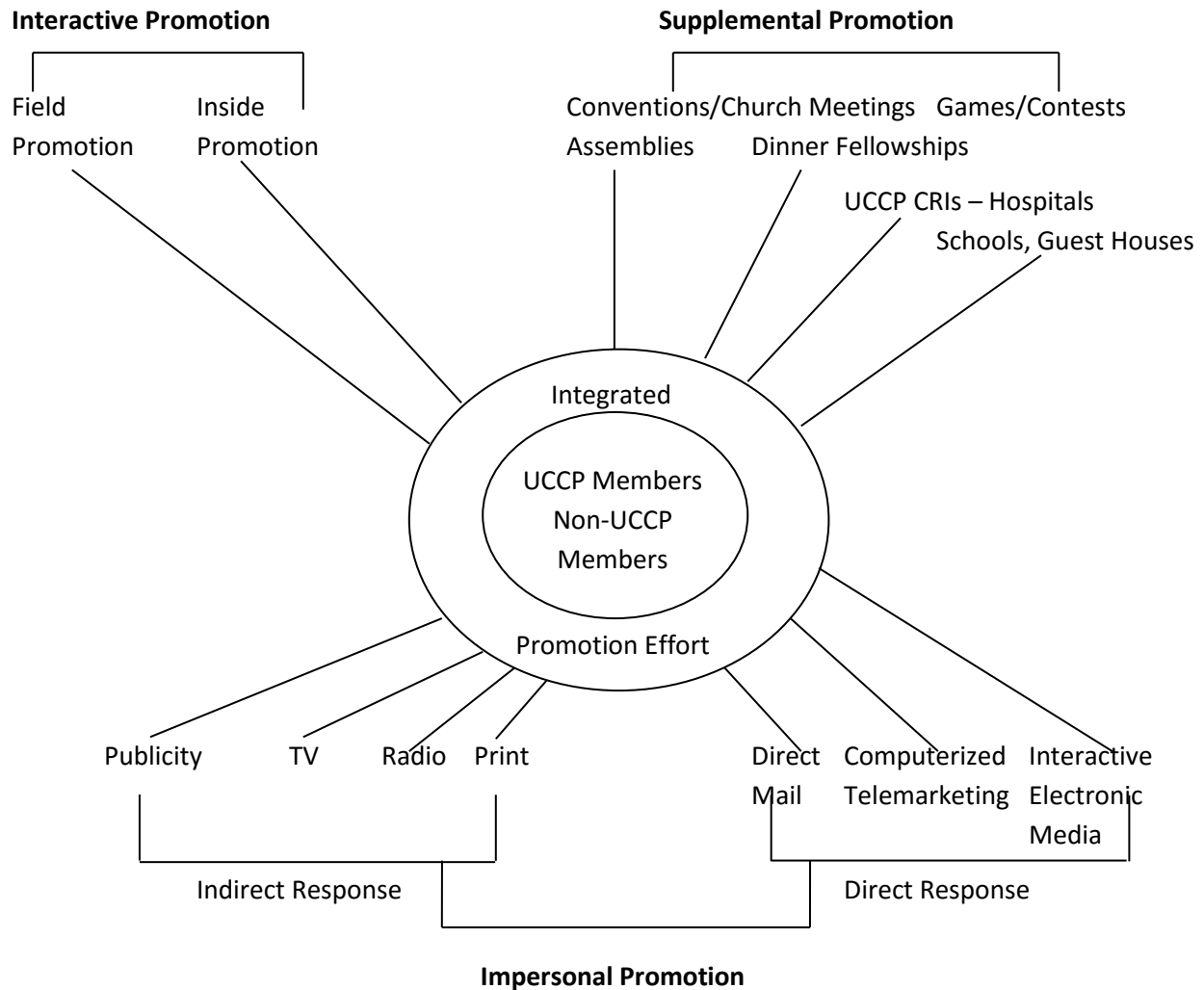
A survey conducted among Jewish converts in 1983 with this question: “What initially attracted you to the gospel and what one agent most helped you find the Lord?”

47% says person

2% radio/TV/movies

Of the 47% who reported a person as their bridge, 62% of these reported that the person was a friend or family member. This reveals that social networks of Christians are far more effective and is an indispensable factor in evangelization, even if not recalled as the one most crucial factor. This social network strategy is very helpful in our stewardship promotion and fund raising activities.

The Total Promotion Effort



Some Notes on the Communication Process

In doing the stewardship education in the church, we need to learn some basic knowledge about the communication processes so that we can be more effective in our task. There are four elements in communication, namely:

Sender → Message → Medium → Receiver

Sender – who is saying it?

Message – what are you saying?

Medium – how are you saying it?

Receiver – who is receiving the message?

The Sender

As a steward, we are called to communicate, inspire and motivate others including ourselves to be faithful, wise and accountable stewards. As an advocate, educator, facilitator, we must prepare ourselves physically, mentally as well as emotionally.

The Message

1. Simple and familiar language should be used so that people will understand what you are trying to say.
2. Create pictures with your words.
3. Speak the language of the area/person/family visited. Listen to what they have to say so that you will have an idea what train of thought to follow. Different strokes, different folks.
4. Logical – our statements should be logical enough so as not to confuse the listener/s.

Medium

1. Verbal
Pitch or tone – interesting speakers use the low medium and high tone all the time
Pace – fast or slow, be sure your listener follows your pacing/or is able to discern what you are elucidating
Pause – give emphasis in your words by pausing before and after every important words emphasized
Volume – modulate your voice so that listeners can hear you, without getting irritated
Grammar and pronunciation – make sure you use correct grammar and pronounce word correctly, especially if you use English.
2. Positive Body Language – firm handshake, smile often, make eye contact, hold your head in the right level with the one you are conversing with.
3. Use of Visuals – Visual aids, tools such as brochures, reading materials, pictures of members/congregations with experience of giving
4. Interpersonal Relations – allow interaction from the person visited/listener. Gone are the days when the campaign persons do all the talking.

The receiver

Know your audience and/or the personality of the person you are visiting. Then adjust your approach accordingly. People may project many faces/appearances based on certain situations.

Different Types of Personalities/Faces

- | | |
|--|--------------------------------------|
| 1. Business Oriented Person | What should you do? |
| Strong, self-assured delegator | Give them opportunity to take charge |
| Very outspoken and result oriented | Give them choices |
| Almost never have fears or appears to be fearless/formidable | Acknowledge their attributes |
| Born leaders | |
| Can be very intimidating | |
| Generally fast-paced extroverts | |
| Energetic talkers | |
| Speaks loudly, sometimes for attention from the listener | |

- | | |
|--|--|
| <p>2. People Oriented Person</p> <p>Warm and gentle, understanding</p> <p>Relationship-oriented people</p> <p>Excellent listeners</p> <p>Often soft-spoken</p> | <p>What should you do?</p> <p>Build relationship</p> <p>Give assurance and encouragement</p> <p>Let them know that the feelings matters to you and the church</p> |
| <p>3. Task Oriented Person</p> <p>Task – focused individual</p> <p>Very logical about things</p> <p>Tend to put emotions aside</p> | <p>What should you do?</p> <p>Be organized and well prepared</p> <p>Pay close attention to details</p> <p>Do not exaggerate</p> |
| <p>4. Socially-Oriented Person</p> <p>Opposite of “analyzers”</p> <p>Life of the party, has great sense of humor</p> <p>Loves to express oneself in almost all Situations/issues</p> <p>Want to have fun</p> | <p>What should you do?</p> <p>Give them room to be creative and spontaneous</p> <p>Refrain from giving too much details</p> <p>Communicate with lots of enthusiasm</p> |

Applying the various “faces”

- Of the many faces presented, which one would you wish to be identified?
- Recognize/discern that regardless of their faces, or of their income backgrounds, people give because of their faith and love and because there is joy in giving

Worship Resources

Litany of Giving

One: Because you gave the very breathe of life,

All: We give our thanks to you, O Lord, with every breath.

One: Because you nurtured life with human love,

All: We bring you all our relationships for your blessing

One: Because you gave the rich and living earth,

All: We offer you, our Maker, the first fruits of our fields.

One: Because you gifted us with time to be,

All: We bring our moments and our days as gifts again to you.

One: Because you gave us skills to work and create:

All: We bring you what we make with our hands and the money we earn with our skills.

One: Because each one of us has gifts, some recognized, some talents hidden,

All: We offer you what each of us can see, and make, and do. Enable us to see more clearly what these gifts may be.

One: Because you freely offered us redeeming love.

All: We bring the gift of love in gratitude to you.

One: From gift to gift, from grace to grace, our gifts are only gifts of your returned. Receive them in the name of Jesus Christ. Amen.

By David L. Beebe, former UCCP denominational staff member

Call to confession

One: God knows that we sin and fall short of the glory to which we are called. Let us pray that God will extend the hand of forgiveness and a word of peace to us and to the whole world as we await the fullness of God's reign.

(Pause)

One: Gracious Father, Loving Mother, you have set before us the ways of life and death. All too often we choose death over, refusing to follow you in favour of our own ideas and plans. In our pursuit of happiness we pass you by, you who wait patiently for your children to return from other paths and places. Remind us, God, that you are the source of joy and happiness, and that in you we see our future, and that of the whole world. Forgive us our wanderings, and our carelessness with what you have given us; draw us close to you that we may once again know the freedom that is the foundation of love. We thank you for hearing our prayer in the name of Jesus the Christ. Amen.

By Mark J. Suriano, Stewardship and Church Finance Ministry Team, Local Church Ministries.

Stewardship Prayer for Advent

"Come, O long expected Jesus, born to set all people free; from our fears and sins release us; grant us your liberty." Release us from the grip of possessiveness, which cripples our spirits and distorts our thoughts and talk about money. Take from us the sense of frustration and insecurity, which makes us fear candor and openness. Grant us the liberty of those whose sharing includes honesty about the place of money in our own lives and the work of the church. Grant us the plain-spokenness of Christ, whose own voice is means to be ours, too. Amen.

Stewardship Prayer for Christmas

From heaven unto earth you come to bear good news to everyone, "O, God! Open our hearts and minds to receive all over again the assurance of your presence among us. In the newborn Child, may we find newly born in our lives the gift of generosity – the love that frees us to live and give beyond cost and calculation. Make of our money the gold and frankincense of those who, like the wise men of old, are overwhelmed with joy," in the spirit of Christ. Amen.

Stewardship Prayer for Epiphany

O God, who wonderfully created, and yet more wonderfully restored, the dignity of human nature: Grant that we may share the divine life of him who humbled himself to share our humanity. In the spirit of Christ send us forth to give as you have given. Grant us the urgency of those who love, and the patience of those who are loved. May what shines in our minds and signs in our hearts show forth in our deeds and actions. So may your will be done on earth as it is in heaven. We pray in the name of Christ, whose love is the light of the world. Amen.

Stewardship Prayer for Lent

Gracious God, we confess that we have trusted too much in the devices and desires of our own hearts. Turning to you, may we turn away from the doubt and distrust that diminish the hope and confidence you want us to share. And, in the spirit of Christ, may we grow in joyful obedience to and acceptance of the discipline our aspirations require. So may we become freer to give as we have received, making known the power of love greater than ours. In Christ's name we pray. Amen.

Stewardship Prayer for Easter

Almighty God, you raise us with Jesus from death to life and love that nothing can destroy. Yet so often we live as though the tomb were sealed and the stone in place. Help us to know the truth of resurrection in our own lives right now. Remove the stones of discouragement and frustration that seal our inertia and sever our hope. In the confidence of the risen Christ, may we learn the freedom to live and give in the spirit of life's abundance, now and always. In his name we pray. Amen.

Stewardship Prayer for Pentecost

We praise you, O God, for "the power at work within us... able to accomplish abundantly far more than all we can ask or imagine". There is nothing you ask us to do, nothing we are ever meant to do, which you do not enable us to do! May we grow in sharing your life-giving spirit, which "lifts us up where we belong" and which is the hope of the church for the world, the grace made ours in Christ, in whose name we pray. Amen.

Prayers of Dedication

For your abounding grace, we give thanks, O God. For Your steadfast love, we pour out our gratitude. May our gifts provide for those who seek refuge from doubt, from oppression, from ignorance, from calamity. Through giving in Christ's name, we seek to grow in the Spirit of One who gave life for us. In Jesus' Name. Amen.

All the world is your vineyard, O God, and we are laborers therein. The fruits of our labor are yours, but you allow us to manage them for you. Most we use for our own benefit, but today we bring a portion to help others, as you have commanded. We do so joyfully, asking you to bless the work of your church here and everywhere. Help us to be more faithful stewards. In Jesus' name. Amen.

Benediction

One: May the God of Peace sustain you in all your ways.

All: May the paths to Zion be found in the places we walk and work this week.

One: May the God of Love warm your hearts.

All: May our hearts beat with the rhythm of God's realm and our veins pulse with the love of God.

One: May the God of Joy lift your spirits.

All: May we bring the joy of life to all the places we will be and people we will meet this week.

One: Go now in the love of God, the peace of Christ and the joy of the Holy Spirit to love and serve God!

By Mark J. Suriano, Stewardship and Church Finance Ministry Team, Local Church Ministries.

A Sample Local Church Stewardship Retreat

<p>Objectives</p> <ol style="list-style-type: none"> 1. To provide a venue for fellowship, study, and community building among participants. 2. To raise the awareness of each one about stewardship and what it means to be God's stewards. 3. To allow each one to make a faith-promise to the church in terms of giving their time, talents and gifts for the church and for the community. 	
Suggested Date:	Any week-end of November
Suggested Activities:	
7:00 pm	Supper
8:00 pm	<p>Singspiration</p> <p>Opening Liturgy</p> <ul style="list-style-type: none"> - Getting to know / Community Building Exercises (building a church or human bingo) - Reflection-sharing on "What is stewardship and what does it mean to be God's stewards? Form groups of two's or three's. After 30 minutes, share with the bigger group. - A Word of challenge by the pastor
7:00 am	Breakfast
7:30 am	<p>Morning Praise</p> <ul style="list-style-type: none"> - Bible studies on Stewardship: Divide the group into 7 groups, each group will be composed of 4 to 8. Each group will be assigned one Bible study lesson (see page ____ for the Seven Bible studies). After 30 minutes, each group will share creatively to the bigger group their reflections. - Synthesis by the pastor or facilitator
10:30 am	<p>Closing Liturgy / Agape Meal</p> <ul style="list-style-type: none"> - Sharing of testimonies of thanksgiving - Reflection Sharing: each one make affirmations and commitments in a piece of paper, share it with the group as an offering. - Words of Challenge by the pastor or facilitator
	Fellowship Circle
1:00 pm	Departure

Community Building Exercises:

1. Building a Church

Materials needed: Sticks, newspapers, candies, bubble gums, paste, scissors, tapes

Instructions: Divide the group by 5 or 7 per group, give them the materials placed in the brown envelopes, instruct them to build the church without talking for 10 minutes.

Allow them to share their reflections. Who has the most Stable Church? Tallest Church? Beautiful Church? What lessons/insights do we gained from this activity? What are the elements of a dynamic church?

2. Human Puzzle

The first one to finish signing the human puzzle card will be the winner. The winner will share whom she was asking for signature.

3. Asking for Support

Instruction: Ask participants to give the least bill in their pocket. Count the money collected. Divide them into 4 groups. Let them plan a Need or Project which deserves the support of the amount collected. Ask them to identify a Team Leader who will present to the big group their Need. When all have already presented subject each group to a vote, as to who really deserves such asking. Let the group share their reflections regarding the activity.

Sample Annual Plan: June 1, 2004 to May 30, 2005

Mabinay UCCP

Goals and Key Result Areas	Performance Indicators	Major Activities	Target Date	Responsibility	Internal Requirements	Support Requirements
Goal 1: To strengthen the faith community	The local church has underwent a process of planning and has come up with an annual plan and budget approved by the congregation	Church Council Planning Workshop	October 2 nd week, Friday to Saturday	Church Council, Pastors	See Budget under CEN	UCCP Strategic Plan Materials
	50% of members (all officers and members) have reviewed the UCCP Vision, Mission, Goals and the local church plan and budget	Sunday school for children, youth and adults, church retreat to study the UCCP strategic plan	Every Sunday September 2 nd Saturday of the month	Sunday school teachers pastors/ board of Christian educators	See Budget under CEN	UCCP Strategic Plan Materials
	50% of members are actively participating in the local church	Sunday School	Every Sunday	Sunday school teachers/	See Budget under CEN	UCCP Sunday school and

	life-works through Sunday school, Bible study and other church activities	Bible study, home fellowships and other activities based on the church plan	Every Wednesday	Bible Study Leaders		Bible study materials
	50% of members actively support the life-works of the church through their time, talent and treasures	Stewardship Retreat Orientation of the visitation team Home visitation to explain the church plan and budget	Nov. 4 th 2 nd Saturday or Sunday of March Every Saturday 8 weeks from April to May	Finance Officers/ Board of Deacons/ Pastors	"Bring and Share" See budget under CEN	UCCP Stewardship materials
	80% of members are actively participating in church special celebrations (Church Anniversary, Christmas, New Year, Lenten Season, Thanksgiving, etc.)	Church special celebration	Church Anniversary, Christmas and Lenten Season, Thanksgiving Sunday, etc.	Church Workers/ Board of Christian Education	"Bring and Share"	Special Liturgical Celebration Guides
	The Church Related Organizations are actively involved in the church life-works (CWA, UCM, CYF, Young Adults	Regular meetings and CROs regular activities/ fellowships	Every first Sunday afternoon of the month	CRO officers and members / pastors	Care of CROs	UCCP study materials
	UCCP management systems are installed	Membership profiles and book, dedication/ baptismal, confirmation, wedding, funeral books, local church history, community portrait, financial books are in place	June to May	Secretary, treasurer, financial secretary, pastors	See budget under CEN	Membership profiles, log books, journals PMES/FMS orientation
	Able to support the ministerial student in the seminary	Special offering	3 rd Sunday of November	Finance officers / pastors	See budget under CEN	GA and conference ministerial support
Goal 2: To enrich the life-work of the community where the	The local church officers and the CROs are actively involved in community ministries	Continue to support the two outreaches and jail ministry through white gift distribution	Whole year for outreaches, December	Board of elders/ pastors/ CROs-UCM, CWA, CYF, YA	See budget under CWS	Evangelism manual, UCCP materials for SS and BS

local church is located			for white gift distribution			
	Establish partnership with other churches for joint community ministry projects	Conduct socio-economic trainings which includes members and non-members (pig and goat raising) a joint project with IFI church	July 2 nd week	UCM/pastors/ members who are in the field of agriculture	See budget under CWS	Trainers from Department of Agriculture
	Members who are in various fields are beginning to be involved in community ministries (doctors, teachers, health professionals, agriculture, etc.)	Hold medical mission and free clinic in the two outreaches Conduct daily vacation church school for the two outreaches and in the community of the local church Plant fruits and hard wood trees at the back of the church property as part of the ecology program of the church	Church anniversary week April 1 st and 2 nd week Whole year activity	Health professional / UCM and CWA Volunteer teachers, CYF UCM	See budget under CWS See budget under CEN See budget under CSRD	Tap UCM national for medicines and other sources Trainings and materials from conference / NCCP seedlings from members and other sources
Goal 3: To deepen the impact of its collective response to social issues and concerns	ECE children imbibes the Christian character and values with the guidance of the UCCP ECE curriculum Teacher has internalized the UCCP ECE Integrated Curriculum 20% of members are involved in advocacy on social issues and concerns as an expression of the prophetic role of the church	Nurtured ECE children along Christian character and values particularized by the UCCP ECE curriculum Co-sponsor a forum on the impact of the mining project in Mabinay churches, NCCP churches and sectoral groups Conduct special Bible studies on social issues and concerns and the	June to April September 2 nd Saturday of the month August, 3 rd Saturday or as agreed upon	Board of Christian Educators/ ECE Teacher/ Pastor Pastors/ Members involved in advocacy work Pastors/ Members involved in	See budget under CWS See budget under CWS See budget under CWS	UCCP ECE curriculum and materials Speakers from the conference and Pos. Bible study materials from UCCP

		prophetic role of the church such as mining, electoral reforms, peace, etc.		advocacy work		
		Participate in the human rights prayer rally celebration with the other churches and sectoral groups	December 1 st week: December 10	Pastors/ Members involved in advocacy work	See budget under CWS	

Mabinay UCCP Detailed Budget: June 1, 2004-May 30, 2005

Receipts	Total
1. Church Giving	
1.1 Tithes	Php274,000.00
1.2 Pledges	63,000.00
1.3 Loose Offerings	43,000.00
1.4 Thanksgiving Offering/Birthdays/Anniversary	35,000.00
1.5 Other Offerings (special offerings, theological, mission, etc.)	12,210.00
2. Donations/Solicitations	169,922.49
3. ECE Learning Center (15 pupils x Php200.00 x 10 months)	30,000.00
4. Building Fund	60,000.00
TOTAL RECEIPTS	Php687,132.49

MISSION SPENDING			
Programs	Total	Total Amount by Program	Percentage by Program
1. 25% Wider Mission Support	103,750.00	103,750.00	15
2. Local Church Ministries			
2.1 Christian Education and Nurture		125,000.00	18
2.1.1 Church Council Planning-Workshop and Church Retreats	6,000.00		
2.1.2 Liturgical CEN materials and supplies	18,000.00		
2.1.3 Capability Building – Management systems, evangelism, annual conference, others	20,000.00		
2.1.4 Stewardship visitation team orientation/home visits	4,000.00		
2.1.5 Special Celebration/anniversary/fellowship	30,000.00		
2.1.6 Choir practice	13,000.00		
2.1.7 Membership Profile follow-up	1,000.00		
2.1.8 SS/Bs teachers gifts	5,000.00		
2.1.9 Ministerial support (Php2,000 x 12 months)	24,000.00		
2.1.10 Guest Preachers honorarium	4,000.00		
2.2 Christian Witness and Service		94,000.00	14
2.2.1 ECe teachers honorarium (Php3,000 x 13 months)	39,000.00		
2.2.1.1 ECE teachers SSS/pag-ibig/medicare	3,500.00		
	26,000.00		

2.2.2 Evangelism and outreach workers gifts (Php1,000 x 2 x 13 months)	6,000.00 2,000.00		
2.2.3 Activities in outreach areas	5,000.00		
2.2.4 Jail ministry (gift giving)	1,500.00		
2.2.5 Benevolence/death aid	4,000.00		
2.2.6 Socio-Economic training	3,000.00		
2.2.7 For a on mining, electoral reforms, peace, etc.	4,000.00		
2.2.8 Mobilization/advocacy work		162,725.00	24
2.2.9 Medical mission/free clinic	159,725.00		
2.3 Christian Stewardship and Resource Development	3,000.00		
2.3.1 Renovation of the chancel and kitchen areas		170,516.00	25
2.3.2 Ecology Project			
2.4 Organizational Ministry	91,000.00		
2.4.1 Pastor's support and benefits	6,000.00		
2.4.1.1 Monthly support (Php7,000 x 13 months)	3,000.00		
2.4.1.2 Travel/Representation (Php500 x 12 months)	7,016.00 4,000.00		
2.4.1.3 SU convocation/other gatherings	19,500.00		
2.4.1.4 SSS/Pag-ibig/Medicare	6,000.00		
2.4.2 Church council/board/committee meetings	6,000.00		
2.4.3 Janitors gifts (Php1,500 x 13 months)	5,000.00		
2.4.4 Communication/postage (Php500 x 12 months)	13,000.00		
2.4.5 Office supplies/materials (Php500 x 12 months)	10,000.00		
2.4.6 Church maintenance expenses	31,141.49	31,141.49	5
2.4.7 Water and electric bills			
2.4.8 Miscellaneous expenses			
3. Contingency (3%)			
TOTAL MISSION SPENDING	687,132.49	687,132.49	100

Mabinay UCCP Narrative Budget

(This will be used for Stewardship Education and Promotion of the Church Budget)

Anticipated Receipts: Php687,132.49

Our receipts from tithes, pledges, loose offerings, thanksgiving offerings, donations, early childhood fees will amount to Php687,132.49 next year. This is an increase of more 15% compared to this year's budget. With this increase, we hope to accomplish the various ministries we are planning to do.

Estimated Expenditures: Php687,132.49

1. The 25% Wider Mission Support, Php103,750.00 – The work of the local church extends beyond our own faith community. We belong to a larger UCCP family. Through the Wider Mission Support we are able to participate in the various ministries done by our conference and the national offices who provides services to all the churches and ministers assigned in many parts of the country.
2. The Local Church Ministries

2.1 Christian Education and Nurture, Php125,000.00 – This is one of the important ministries of our church which aims at transforming the entire person's existence and attitudes so that he/she can actively and dynamically participate in God's work of renewing the church and society. Our inspiring worship services, Bible studies, retreats, seminars and trainings, lay ministries are geared towards the transformation of the person and society.

The values of love, justice, peace and integrity of creation, unity is central in our Christian teachings, which should grown in every person.

2.2 Christian Witness and Service, Php94,000.00 – Our education and nurture ministries are meant to equip us for witness and service to the wider community and the world. The proclamation of the gospel should not only be in words but also in deeds of love and mercy. Our evangelism, social action, advocacy work, jail ministry, medical mission, early childhood program are concrete expressions of this need-oriented evangelism.

2.3 Christian Stewardship and Resource Development, Php162,725.00 – We need to develop our resources so that we will be able to serve better and do better mission. Developing our properties allows us to accommodate more services to our faith community as well as the wider community. Our ecology project serves as a model of our commitment to environmental protection.

2.4 Organizational Ministries, Php170,516.00 – The work of our ministers and staff will ensure the implementation of the planned programs and ministries of the local church. They prepare worship, meetings, reports, care for the church family, so pastoral care, and facilitate the implementation of the various ministries along with the officers and members, maintaining the building and equipments.

Their ministry puts in order and sustains our common life and work as a church.

Mabinay UCCP

Statement of Receipts, Disbursement and Fund Balances

For the Period Covered June 1, to 30, 2004

Receipts	Total
1. Church Giving	
1.1 Tithes	Php17,300.00
1.2 Pledges	2,500.00
1.3 Loose Offerings	11,497.55
1.4 Thanksgiving Offering/Birthdays/Anniversaries	1,200.00
1.5 Other offerings (special offering, theological, mission, etc.)	4,530.00

2. Donations/Solicitations	5,000.00
3. ECE Learning Center (15 pupils x Php200.00 x 10 months)	200.00
4. Building Fund	10,000.00
5. Beginning Balance	22,422.49
TOTAL RECEIPTS	Php74,650.04

Mission Spending			
Programs	Total	Total by Ministry	% by Ministry
1. 25% Wider Mission Support	Php 8,125.00	Php 8,125.00	27
2. Local Church Ministries			
2.1 Christian Education and Nurture		2,836.75	9
2.1.1 Church Council Planning-Workshop and Church Retreats	2,543.15		
2.1.2 Liturgical/CEN materials and supplies	153.60		
2.1.3 Choir practice	140.00		
2.2 Christian Witness and Service		6,991.66	23
2.2.1 ECE teachers honorarium (Php3,000.00 x 13 months)	3,000.00		
2.2.2 ECE teachers SSS/pag-ibig/medicare	291.66		
2.2.3 Evangelism and outreach workers gifts (Php1,000 x 2 x 13 months	2,000.00		
2.2.4 Benevolence/death aid	500.00		
2.2.5 Fora on mining, electoral reforms, peace, etc.	1,200.00		
2.3 Organizational Ministry		12,307.36	41
2.3.1 Pastor’s Support and Benefits			
2.3.2 Monthly Support (Php7,000 x 13 months)	7,000.00		
2.3.3 Travel/Representation (Php500 x 12 months)	500.00		
2.3.4 SSS/Pag-ibig/Medicare	584.66		
2.3.5 Janitors Gifts (Php1,500.00 x 13 months)	3,000.00		
2.3.6 Communication/postage (Php500 x 12 months)	80.00		
2.3.7 Office Supplies/Materials (Php500 x 12 months)	245.70		
2.3.8 Church maintenance expenses	58.00		
2.3.9 Water and electric bills	839.00		
TOTAL MISSION SPENDING	Php30,260.77	Php30,260.77	100
FUND BALANCE	Php44,389.27		
Reported by: _____ Checked by: _____ Noted by: _____			
Local Church Treasurer _____ Local Church Auditor _____ Church Pastor _____			

SAMPLE BALANCE SHEET**Mabinay UCCP****Statement of Assets, Liabilities and Fund Balance****For the Period June 1 to June 30, 2004**

Assets		
Cash on Hand	Php 5,670.00	
Cash in Bank	38,719.27	
Property and Equipment		
Land	60,000.00	
Buildings	75,000.00	
Furnitures and Fixtures	13,000.00	
TOTAL ASSETS	Php192,389.27	
Liabilities and Fund Balance		
Current Liabilities		
SSS/Medicare/Pag-ibig contribution prior ecclesiastical year	Php 1,460.98	
Remittance of 25% prior month	7,300.00	
Accounts Payable: Ace Hardware	1,300.00	
FUND BALANCE	Php182,328.29	
TOTAL LIABILITIES AND FUND BALANCE	Php192,389.27	
Prepared by:	Checked by:	Noted by:
Local Church Treasurer	Local Church Auditor	Church Pastor

SAMPLE FINANCIAL REPORT (Conference)**United Church of Christ in the Philippines****Conference_____****Statement of Receipts, Disbursements and Fund Balances****For the Period June 1, 2002 to May 31, 2003**

	General Funds	Trust Fund (GA)	Trust Fund (Conf.)	Total
Receipts				
1. Givings				

1.1 Wider Mission Support (22%)				
1.1.1 13% Conference Share	352,980.21			352,980.21
1.1.2 9% General Assembly		244,370.91		244,370.91
1.1.3 Great Time of Sharing Special Offs/Pledges	1,500.00	13,500.00		15,000.00
1.1.4 UCCP Card Payments	1,500.00	13,500.00		15,000.00
2. Proceeds from Property Rentals (Php10,000 x 12 months)	120,000.00			120,000.00
3. Annual Conference Registration	80,000.00			80,000.00
4. Conference Fund Campaign				
4.1 One Day Wage Income for the Lord	52,000.00			52,000.00
4.2 Sower Fund Campaign			47,300.00	47,300.00
5. Donations	50,000.00		50,000.00	100,000.00
6. UCCP Card Payments	1,300.00	11,700.00		13,000.00
7. Others	27,000.00			27,000.00
8. Bank Interests			244.47	
TOTAL RECEIPTS	686,280.21	283,070.91	97,300.00	1,051,651.00
Disbursements				
1. Wider Mission Programs				
1.1 Wider Mission Support (9% General Assembly Ministries)		244,370.91		
1.2 Great Time of Sharing Offerings/Pledges		13,500.00		
1.3 UCCP Card Payments		13,500.00		
2. Conference Program Ministries				
2.1 Committee Meetings/Trainings				
2.1.1 SS Teachers Training	10,110.40			10,110.40
2.1.2 CEN Committee Meetings/Consultations	3,516.50			3,516.50
2.1.3 CWS Committee Meetings/Consultations	455.25			455.25
2.1.4 PEER Meetings/Consultations	2,169.25			2,169.25
2.1.5 ECD Meetings/Consultations	7,425.70			7,425.70
2.1.6 CRO Meetings	10,274.02			10,274.02
2.1.7 FMS Training	8,350.00			8,350.00
2.1.8 Stewardship Education Training	3,454.00			3,454.00
2.1.9 PMES Training	6,403.00			6,403.00
2.2 Theological Education Scholarship Program			50,000.00	50,000.00
2.3 Lay Formation Program	7,520.00			7,520.00
2.4 Conference Council	10,026.35			10,026.35
2.5 Annual Conference	62,352.50			62,352.50
2.6 Evangelism and Church Development	25,600.00			25,600.00
2.7 Expense on Stewardship Promotion/Campaign	2,800.00			2,800.00
2.8 Staff:				
2.8.1 Conference Minister's Salary and Fringe Benefits				
2.8.2 Conference Minister's Salary and 13 th month	204,930.00			204,930.00
2.8.3 Conference Minister's Housing Allowance	20,000.00			20,000.00
2.8.4 Conference Minister's Gratuity	10,000.00			10,000.00
2.8.5 Conference Minister's SSS and Philhealth	7,430.00			7,430.00
2.8.6 Bookkeeper/Secretary's salary and 13 th month	78,750.00			78,750.00
2.8.7 Bookkeeper's SSS and Philhealth	3,890.00			3,890.00
2.8.8 Conference Minister's Travel Allowance	27,500.00			27,500.00
2.9 Administrative Cost				
2.9.1 Communications	26,130.63			26,130.63
2.9.2 Representation	1,286.50			1,286.50
2.9.3 Office Supplies	7,715.40			7,715.40
2.9.4 Office Rental and Utilities	42,000.00			42,000.00

3. Contingency	25,730.00			25,730.00
TOTAL DISBURSEMENTS	615,819.84	271,370.91	50,000.00	640,089.00
EXCESS (DEFICIENCY) OF RECEIPTS OVER DISBURSEMENTS	70,460.37	11,700.00	47,300.00	411,561.00
ADD: FUND BALANCE BEGINNING	67,776.51			
FUND BALANCE ENDING	138,236.88	11,700.00	47,300.00	411,561.00
Prepared by:	Audited by:	Certified by:	Noted by:	
(sgd.) Bookkeeper	(sgd.) Conference Auditor	(sgd.) Conference Treasurer	(sgd.) Conference Minister	

The Pastor's Acknowledgment Letter and Official Receipt

<p style="text-align: center;">United Church of Christ in the Philippines Ellinwood Malate Church Tel. No. 523-2558, 523-6564</p> <p>October 12, 2003</p> <p>Dear <u>Armando Perez</u></p> <p>The Lord sees not only how much we give but also how much we keep. Truly, the church is grateful to know that in whatever way god blesses us, we recognize that god is indeed, the giver of all good things</p> <p>Thank you for sharing the blessings you received from the Lord. The rich sharing of your time, talent and treasure is greatly appreciated.</p> <p>The church is happy to inform you that your total giving for the month of January to September amounted to <u>P2,600.00</u>. This is <u>50%</u> of your total commitment to the Lord for this year, leaving a balance of <u>P2,600.00</u>.</p> <p>Thank you, your humble and generous giving will surely help us sustain our ministries.</p> <p>To God be the Glory!</p> <p>In Christ,</p> <p>(sgd) Rev. CESAR G. DIUMANO Associate Pastor for Shepherding Ministry</p>	<p style="text-align: center;">United Church of Christ in the Philippines Ellinwood Malate Church Tel. No. 523-2558, 523-6564</p> <p><u>No. 144491</u></p> <p style="text-align: center;">OFFICIAL RECEIPT</p> <p>Date: <u>September 30, 2003</u></p> <p>Received from <u>Armando Perez</u> Pesos <u>SEVEN HUNDRED PESOS ONLY (Php700.00)</u></p> <p><u>Account Credited</u></p> <table style="width: 100%;"> <tr> <td>Church Pledges</td> <td><u>September</u></td> <td><u>P700.00</u></td> </tr> <tr> <td>Loose Offering</td> <td>_____</td> <td>P _____</td> </tr> <tr> <td>Thanksgiving Offering/Birthday</td> <td>_____</td> <td>P _____</td> </tr> <tr> <td colspan="2">TOTAL</td> <td><u>P700.00</u></td> </tr> </table> <p>For the love and support of the ministry of the church</p> <p>Cash _____</p> <p>Check _____</p> <p>For Ellinwood-Malate Church</p> <p>(sgd) _____ Treasurer</p>	Church Pledges	<u>September</u>	<u>P700.00</u>	Loose Offering	_____	P _____	Thanksgiving Offering/Birthday	_____	P _____	TOTAL		<u>P700.00</u>
Church Pledges	<u>September</u>	<u>P700.00</u>											
Loose Offering	_____	P _____											
Thanksgiving Offering/Birthday	_____	P _____											
TOTAL		<u>P700.00</u>											

Sample Testimony

THANKSGIVING

It was in May 10, 2002, I just turned 49 and 5 months back when the result of my breast mass biopsy was handed to me by my sister. It reads "Infiltrating Ductal Carcinoma". Being a nurse, I knew right away I have breast cancer, stage II and my immediate reaction was to ask my surgeon, what is next? And the next move was an immediate modified radical mastectomy or removal of my right breast.

If you were on my place, what would you do? Would you ask God, Why? What have I done to deserve this? And so many other questions. I was so blessed enough to have the courage to ask God, Lord, what do you want me to do? What is your mission for me now?

Before I knew I had cancer, I lost my husband, and the depression was so deep that I would like to end it all. But God did not allow it to happen, instead He gave me the strength to fight, fight and fight.

Having gone through two surgeries (minor and major); six chemotherapy, and 30 days of linear accelerator therapy, I could truly say, I am a fighter.

Cancer for me is a blessing. What!!! A Blessing? Yes, it is a blessing. Cancer brought my family much closer together. Having to financial capability for my series and treatment, my family was there to give their full support, putting all their resources together to provide for my financial needs, though some were not capable to extend financial support, they were there to assist me in my physical needs, like taking me to my monthly chemotherapy and daily radiation treatment. They were my strength; spiritually, financially, psychologically and emotionally. I am so thankful that I belong to this family.

Secondly, cancer made me a strong, stronger person. I was able to face the greatest trial in my life. Passing through the denial stage did not even pass my mind, ACCEPTANCE was the key to my early recovery! After almost a year of treatment, all my clinical test were negative for metastasis. Praise God! I am so thankful that God gave me so much faith that He will never leave me, and it is at this stage of my life that I really felt the presence of God in me.

There are so many other things I want to thank God for, but all I want to do now with the limited time I have is to give God whatever is left in service to Him.

I would like to give myself as an inspiration to other cancer victims in their fight against cancer, and to share with them how God works for those who seek for His help. I would like to thank God for my renewed life, and to give Him all the Praise and Glory.

Life is too short, let us always be thankful for all the blessings we receive everyday!

"Bholai"

Some Notes in Giving of Testimony by the Witnessing Stewards

(5 minutes sharing or at most 500 words)

First Sunday of April

The Witnessing Steward need not talk about the church's need for money or the church's budget. He/she might talk about a particularly meaningful scriptural passage concerning stewardship, tell about some of what God has given to him or her and why that is important, and then conclude with a moving statement about the need to be grateful to God for all God has given and continues to give and does for those committed individuals.

First Sunday of May

The Witnessing Steward need not talk about the church's need for money or the church's budget. This witness might talk about a biblical passage concerning stewardship and then stress her or his need to be a giver, affirming her/his made in the image of God, who is the Great Giver. Hopefully, this may lead to some talk of tithing and the value of giving. The witness may be one who tithes and may feel comfortable enough to talk about that. The witness may invite members to take a step up in their giving for the coming year.

Pledge Commitment Dedication Sunday – Last Sunday of May

The Witnessing Steward does not talk about the church's need for money or the church's budget. Rather, he or she talks about what God has done for them and how, through giving, felt significant to be part of the compassionate way the church helps shape the world the way God intended it. Stress the great challenges to all who are deeply committed to return to the Lord that portion of ones earning/income rightfully belonging to God, through the church.

Sample Script for Wider Mission Support Campaign

Christian greetings to all!

The church is mission according to the 20th century theologian, Emil Brunner. Who we are, what we are doing is mission. Our life and works as a church is mission. When we come to church to pray, worship, fellowship, welcome lonely persons, rejoice in the least offering received; when we do the works of justice, compassion and peace, these are all mission.

Indeed our life and works inside and outside the church is mission. The Wider Mission Support is our way of expressing this various facets of mission. Stewardship is the manifestation of God's own self-giving which we are sent to share with the rest of God's people.

Through the Wider Mission Support, we are able to build and strengthen the unity of our church as an organization.

Our theme this year is "Strengthening the Community of God's People Amidst alienation and Fragmentation". Given this theme, we are called upon to enrich our faith journey together and our mission through Christian Education and Church Growth, Lay Formation, Community Ministries and Ecumenical Partnerships.

Moreover, we are called upon to keep our house in order by being responsible stewards of God's gifts to us. We need to increase the local church capacities to do better and greater mission work by developing our resources both human and material. Human resources include our church workers, members, and material resources include our properties and finances.

All of us are doing mission in various levels. Our Conference Budget this year is _____ and our National Offices budget this year is _____.

Your local church's Wider Mission Support goes to these various ministries. Our local churches give 22% _____ Wider Mission Support from its total church givings.

Like the Macedonian Christians who pleaded to be part of the mission work of Judea, let us also be faithful in sharing our Wider Mission Support to express God's love and mercy beyond the local church building.

More power to you and God bless you and keep you as you continue doing mission where you are situated.

A Sample of a Great Time of Sharing Campaign Script **676 words (7 minutes)**



Good morning! I am happy to be here with you today!

I am _____, your Conference Financial Secretary. I am here to share with you about the great joy of giving. God has been very gracious to us, giving us the resources in this world – life, air, water, food, family and above all Jesus Christ our Lord and Saviour. Indeed, God is so good!

In gratitude to God's goodness, I invite you to be part of the Great Time of Sharing, which is actually a very special offering, an extra giving commitment by those deeply challenged, expressing their faith tangibly.

Majority of our church workers today live below the poverty level. 89% of them receive monthly support below the minimum wage of P6,000.00. They don't complain because they have been trained to do mission and serve the poorest of our brothers and sisters. They have dedicated and offered their lives for God's mission no matter the cost.

This special offering will in a way provide them the assurance that indeed the church cares for them. We have 2,365 UCCP church workers all over the country and to provide them salary assistance, hospitalization, pension, and death benefits will indeed reassure them of God's loving care even as they give their whole life to the ministry of our Lord Jesus.

As to date,

- we have 316 pensioners which we have given Php850.00 a month but we have more than 200 pensioners who have not been covered by this pension so we will be including this year.
- we have extended a total hospitalization assistance of Php431,061.07 or a total of 124 workers;
- due to lack of funds, we were not able to extend salary assistance to more than 300 full time workers receiving below Php1,000 monthly support last year which we have been doing in the past
- we have also extended a total of Php1,347,106 ministerial support to 256 students (average of Php5,263 per year).
- death benefits of Php164,000 for 19 church workers;

Through the Great Time of Sharing campaign, we should be able to improve said benefits by the year 2005 to the following:

- Pension – to an average of Php2,500 per month
- Hospitalization – maximum of Php20,000 per year
- Salary assistance – Php1,000 per month for those receiving below Php1,000 monthly support
- Ministerial Support – Php20,000 per year
- Death Benefits – Php20,000 assistance
- Production of Christian Education materials

In terms of amount, we need Php24,024,000 for the year June 2005 to May 31, 2006.

Hence the goal of the Great Time of Sharing pledge is to raise an Endowment fund of Php240 million so that we can get the yearly requirement of Php24 million for the intended workers.

As of this date, the Church Workers Benefits Endowment Fund is still at its lowest, 13 million pesos.

Indeed this is a big goal which requires from us the greatness of our faith. Let us show and manifest such kind of a faith for God by supporting the life and works of our Lord Jesus Christ done by our workers in the field.

Let us proclaim the love of our Saviour and Lord Jesus Christ to the whole world by being a committed pledtor of the Great Time of Sharing.

You may give Php2,500 pledge for five years. But God has blessed you much more, then give more. It is our prayer that you'll be one of the 80,000 pledgors be one of the very first to respond to this CALL of the Hour.

December 25 is Christmas Day. We celebrate the birth of our Saviour Jesus Christ, God's greatest gift to all of us. Let us bring our Great Time of Sharing gifts to the altar as our expression of our thanksgiving to God for Jesus Christ.

Thank you for giving us the time to share with you the joy of giving. Remembering that God so loved the world that He gave his only begotten Son! Let us praise God for this greatest of all gifts.

Note to the Pastor/Finance Officers:

Please send you Great Time of Sharing Offering to: UCCP National Office or you can deposit it to our
UCCP Account, Bank of the Philippine Islands (BPI), West Triangle,
Quezon city #3051-1183-15

Since this is an Individual Pledge, please send us the details of the special offering: the name, address, local church, conference, The Five Year Commitment and the Amount inside the envelope. GTS special offering envelopes will be available to the local churches on November.

A Sample Campaign Script of the UCCP Card Project

Good morning! I am happy to be here with you today!

I am _____, your Conference Financial Secretary. I am here to share with you about God's generosity. God has been faithful to us and have been providing all our needs. To God be the glory!

As our response to His glorious goodness, I invite you to be part of our Stewardship Project called UCCP Card Project.

As you see, more than 98% of our UCCP properties are not yet titled in the name of UCCP and if this concern is not attended to the soonest possible time we might lose most of them.

Therefore, there is an urgent need to raise a Trust Fund to respond to this tremendous need of our church. We aim to raise Php50 million pesos to the titling and documentation requirements of our properties, so that we can immediately start developing them for the best interest of our church and our various ministries.

We are convinced that this UCCP card project is the one grave vehicle to raise this fund. We enjoin all UCCP members to acquire this card not because of some benefits from this, but because we care for our church and we want to be a part of this very important, yet unique project of our church.

One of our Witnessing Stewards will be at the entrance after the service to distribute application forms. We encourage you to get the Lifetime Card which is only Php1,000 pesos payable on a six months installment basis. You may give your Php200 downpayment and we will send you the card after two

weeks at most. You may remit your next payments upon receipt of the card to your Treasurer or directly to the national Office payable to UCCP.

Note to the Pastor/Finance Officers:

Please send you Great Time of Sharing Offering to: UCCP National Office or you can deposit it to our UCCP Account, Bank of the Philippine Islands (BPI), West Triangle, Quezon city #3051-1183-15

Since this is an individual payment, please send us the details: name, address, type of card, local church, conference, and the amount.

List of Local Church Faith-Promise Pledgors

Ecclesiastical year _____

Card No.	Name	Faith-Commitment Pledge
001		
002		
003		
004		
005		
006		
007		
008		
009		
010		
011		
012		
013		
014		
015		

**List of Local Churches/Worshipping Congregations/
Outreaches and their Stewardship Commitment**

Ecclesiastical Year _____

No.	Name of Local Churches / Worshipping Congregations / Outreaches	22%/25%/29% Wider Mission Support	9% Wider Mission Support	No. of GTS Pledgors
001				
002				
003				
004				
005				
006				
007				
008				
009				
010				
011				
012				
013				
014				
015				

Mabinay UCCP Stewardship Campaign Scheme

Givers/Donors	Stewardship Campaign/Fund Raising Scheme	Person Responsible	Timeframe
1. Members giving: Target: 420,000 1.1 100 high income level members 1.2 100 low income level members 1.3 Special offerings	Home visits: organize six (6) visitation team Sharing of testimonies of giving every first week of the month Stewardship month retreat Hold special offerings	Board of Deacons/ Pastor/Board of Christian Education	April to May Every first Sunday of the month During special offerings
2. Donations/ Solicitations: Target: P192,000 2.1 Donations by members working overseas 2.2 Sacrificial meal – P100/ticket 2.3 In kinds donations – sacks of rice, fruits, animals – kantidad 2.4 Donations from friends	Send letters to members working overseas for mission participation Convert to cash/sell the in kinds donations Solicit friends and community for children's ministry	Board of Deacons Pastor Treasurer	June to July
3. ECE Learning Center: P30,000 pupils fees/	Encourage parents in the community to send their children to our center	Board of Christian Education,	January to May

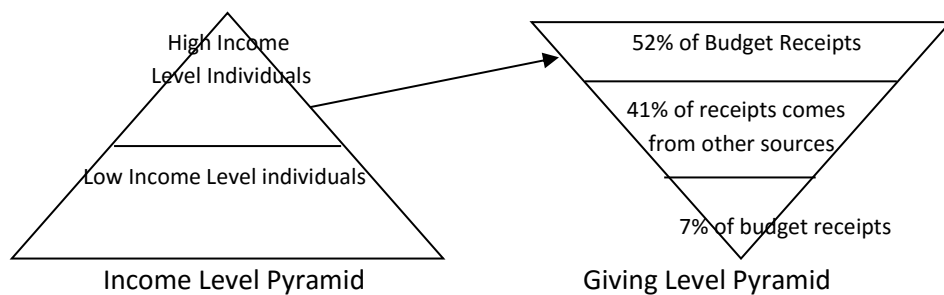
donations: P200 x 15 pupils x 10 months	Conduct house to house campaign	ECE Teacher, Pastor	
4. Building Fund Campaign: P54,000 4.1 Special Offerings from members donations from members and friends overseas	Hold special offerings for the church building fund Send letters to members and friends overseas for support	Board of Deacons, Financial Secretary, Pastor	Every special church occasions

Mabinay UCCP Pyramid of Giving

Total number of members excluding children: 200 individuals

High Income Members/Professionals: 50%
Low Income Members: 50%

High income level members will contribute 52% of the total church giving receipts and low income level members will contribute 7% of the church giving receipts while 41% comes from other sources.



Constituency Map: Local Church Universe

Constituency-Giving Goal

Givers/Donors	# of Givers	Average Amount given by Donors per year	Total	Cumulative Total
1. Membership Givings: target – P420,000				
1.1 100 high income level members	100	P 3,600.00	P360,000.00	P360,000.00
1.2 100 low income level members	100	450.00	45,000.00	405,000.00
1.3 Special offering	100	150.00	15,000.00	420,000.00
2. Donations/Solicitations: Target P192,000				
2.1 Donations by members working abroad	5	P20,000.00	100,000.00	520,000.00
2.2 Sacrificial meal – P100/meal ticket	120	100.00	12,000.00	532,000.00
2.3 In kinds donations (sacks of rice, fruits, vegetables, animals-kantidad)	70	1,000.00	70,000.00	602,000.00
2.4 Other fund raising schemes				
2.4.1 Donations from friends	200	50.00	10,000.00	612,000.00
3. ECE Learning Center, P30,000 pupils fees and donations: 15 pupils x P200 x 10 months	20	2,000.00	30,000.00	642,000.00
4. Building Fund Campaign, P60,000				
4.1 Special Offerings from members	100	100.00	10,000.00	652,000.00
4.2 Donations from members abroad and friends	100	500.00	50,000.00	702,000.00

Seminar / Training Daily Evaluation Questionnaire

- The most important lesson I learned today is ...
(State the most provocative and inspiring thought you gained for the day.)
- The best session/activity of the day is ...
(Please specify the session or activity that you find most effective.)
- Did any aspect or part of today's activity disappoint you? At what instant was this? (Go ahead, please let us know so we can improve on them in the future.)

Bibliography / References

Inspiring Generosity, Local Church Ministries, United church of Christ-USA, 2002

The Art of Asking, Ventures for Fund Raising, 2003

Basic Training on fund Raising, Ventures for Fund Raising, 2002

E. Excel International, Speaker's Manual, 2002

UCCP Strategic Plan Manual, United church of Christ in the Philippines, 2002

44 Ways to expand the Financial Base of Your Congregation, Lyle E. Schaller, Abingdon Press, Nashville, 1989