

## **Pledging, Contributing, Use of Envelopes, Yearly Status**

### **Why Pledge?:**

- Allows members/friends to indicate their planned contributions for the year in support of Operation Account and Benevolence Account expenses.
- Provides projected income data to Treasurer, Trustees, Deacons, and Church Council in regard to annual budgeting/planning and to better help manage finances for the year.
- If a Pledger finds out during the year that they will not be able to meet their intended pledge, they may update their pledge (just inform the Treasurer – this helps with church financial management).

### **How Pledging Works:**

- Pledger indicates frequency and amount of pledge: for example whether you plan to donate weekly or monthly (etc.), and whether to Operation and/or to Benevolence.
- Pledging is not a formal commitment but an indication of intent, so there is no official balance owed if the planned total (e.g., \$10 weekly = \$520 for the year, or \$200 monthly = \$2400 for the year) is not achieved by year-end.
- Pledger can use numbered envelopes or checks so that the Treasurer can keep track of their contributions in order to provide status vs. pledge, as well as to provide Pledger's total amount of contributions for the year for tax deductibility purposes.
- The Treasurer will provide the status of a Pledger's contributions vs. their pledge periodically during the year. The general plan is to provide this info quarterly, i.e., at the end of March, June, and September. (e.g., "Your contributions through March (25% of the year) represent about 24% of your year's pledge.") The plan is to provide this status via email whenever possible. If a Pledger does not want this periodic status, wants it more frequently, or wants a special status or detailed accounting at some point during the year, just contact the Treasurer.

### **Contributing:**

Whether or not you pledge, Amicable's members and friends can contribute financially in many ways and in general, as well as to specific purposes, for example:

- Operation Account: running and maintaining the church as an entity, a non-profit corporation, a building and land to care for, paying employees and contractors.
- Benevolence Account: supporting the UCC, RI Association, funding/supporting Missions.
- Faith Formation Account: supporting Sunday School, Youth Group, Adult Education.
- Providing support to an Amicable Endowment Fund (there are 7), via a simple donation, or in Memoriam or as an Honorarium to a person or entity.
- Supporting an established project or mission such as Haiti, Thanksgiving Baskets, TEAM, or to support a specific planned expense. (e.g.: Sanctuary Ceiling repair/repaint; Upper Hall floor refinish)

## **Use of Envelopes:**

- Individual Giving-Envelopes are available when contributing:
  - There are Giving-Envelopes in the church pews that can be used, allowing for anonymity when contributing.
  - There are both general purpose & specific purpose envelopes.
    - No-specific-reason envelope: can be used at any time, purpose (if any) can be hand-written on the envelope or with a note inside; enclosed check will be credited to you; if cash and you would like it credited to you, include your name.
    - Specific-reason-envelope such as: One-Great-Hour-of-Sharing, Neighbors-in-Need, Christmas, Easter, etc. Using cash or a check is the same as above for crediting to you.
- Also available is a numbered box of envelopes, containing an envelope for each Sunday of the current year. The number will be assigned to you, so donating using these numbered envelopes, whether containing cash or checks will be credited to you. See below for obtaining such a box of envelopes.

## **Loose collections:**

- This refers to loose cash (contributor unknown) that is placed in the Sunday offering plate. These loose collections are credited to the Operation Account and the Benevolence Account in a 90/10 ratio.

## **Year-end contribution forms:**

- The Treasurer will provide contributors (i.e., Pledgers and Contributors who use numbered envelopes, checks, or notes) with the specific status of the designations and total amounts of their contributions at year-end for tax deductibility purposes.
- All Pledgers, as well as those contributors with at least \$250 in total contributions for the year, will be provided a contribution form, although a form can certainly be requested by any known contributor.
- These contribution forms are provided by the end of January. IRS regulations state that a contributor should have all appropriate proof of contributions prior to declaring those on Federal Tax Forms.

## **Offering envelopes for the New Year**

“Offering Envelopes” for 2025 are now available. A box of envelopes contains an envelope for each week (Sunday) of the year. Each box of envelopes has a specific number (from 1 to 50) and each envelope in the box contains that number. Having your own numbered box of envelopes allows anonymity when you donate, as well as being able to credit the donations to you.

- If you already have an “envelope” box & number assigned, you can pick up your 2025 envelopes on Sundays from the Treasurer.
- If you don’t have a box of envelopes assigned and would like a box, check with the Treasurer.
- You do not have to use each of the 52 envelopes in your box.

Questions?: Contact the Church Treasurer, Roger Gauthier [r.c.gauthier@cox.net; 401 624-2323]