

B.Maurice Ritchie

From: "Ginger Thomas" <gingerthomas@dukememorial.org>
To: "'Dotty Ritchie'" <mritchie@nc.rr.com>; "'Dottie Schmitt'" <dschmitt777@hotmail.com>
Sent: Tuesday, April 05, 2011 12:35 PM
Subject: donation policy suggestions

Dotty and Dottie,

I have some suggested revisions for the donation policy. I'm going to send them along now. I thought it might be helpful to receive them before tonight's meeting. Feel free to call me with any questions or for clarification (919-328-0836 cell).

Under "Requested Donations," add the word "needs" so that the first sentence reads, "On occasion, committees may identify non-essential **needs** not included..."

In the very next paragraph, change the first sentence to read: "When congregants are asked to donate an item, there are two ways in which that donation may be **requested**."

In the same paragraph, third sentence, change "requested" to "asked."

In the same paragraph, the last 2 sentences refer to "the committee." This seemed unclear to me. Is it referring to the Trustees? Or the ministry committee asking for a donation? It wouldn't hurt to have clarification here.

On page 2, under "Process," the 1st sentence says that DMUMC will provide a receipt. However, what is attached is called "Donation Agreement Form." We need to be consistent in what we mean to do here. The form we have made is more than simply a receipt. I think that's fine, but the policy needs to call it what it is—a Donation Agreement Form. Also, concerning the use of this form, it is really for the church's use for record-keeping, right? But we want it to also be given to the donor for use as a receipt? This means that two copies will have to be completed and signed, or that one is completed and then copied on the copier so that both the church and donor can have a copy. Another question is who will actually do this? The Office Administrator in the hours when the church office is open? Committee chairpersons? Church staff members? Any of the above? If any of the above, we would need to make sure they all have access to paper or electronic copies of the forms. If it's only the Office Administrator accepting and copying these, then lay leaders and staff would have to remember to ask the donor to come during the week to do this—even if the item were brought on a Sunday morning or to an evening meeting. I'm wondering if this kind of practice being set out by this policy is realistic? I guess I have my doubts about whether donors will always be available to fill out a form, and I also have my doubts about the diligence of chairpersons, staff persons, etc in having an occasional donor fill out a form. I think it's a great idea but I'm not sure it's going to actually work as a system.

In the 2nd paragraph under "Process," last sentence, I wonder why "goods" is listed. It seems to me the policy is describing how we handle the donation of goods already. It also seems like opening the door to put restrictions on donated goods goes against the spirit of the policy anyway. Just my two cents. Maybe yall had a really good reason for stating it this way, and that's fine.

Under "Approval Rights," I think that all staff members should be able to be approving bodies, simply because they are generally on the front lines of knowing what the needs are for their ministry areas and relating to the people most likely to be the donors. Maybe a good way to revise this paragraph is to state that the approving bodies include the staff people or committee chairpersons most closely related to the need being filled by the donor and donation. (Maybe you can think of a better way to say that?)

On the attached donation form, I wonder if there's a clearer way to name the middle section. Maybe, "Donor's understanding or request of how donation is to be used"??? Maybe you can think of another way to say this. I was just wanted a little more clarity about who was making the request for how the item would be used. Thought this might help for clarity.

That's enough from me! Thanks, and I'll see you at tonight's meeting.

Peace,
Ginger

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