



Endowment Committee Self-Assessment Check List

This is intended to be a tool to allow local churches to measure how effectively they are managing their endowment funds. It is intended to be used for internal discussions with the financial leaders of the congregation and need not be submitted for Conference or Foundation approval.

1. We have an endowment policy or other written document that clearly states:
 - _____ The purpose of the endowment
 - _____ What committee in the church has responsibility for endowment management
 - _____ The spending policy
 - _____ Rules for accessing the endowment principal

Attach a copy of the policy or other written guidelines

2. Members of our committee have copies of paragraphs 2532.5 and 2533 of the *Book of Discipline*, which outline endowment management.

3. We have the information we need to manage our account. At any given time we know:
 - _____ The approximate balance
 - _____ Who can withdraw money and how this is to be done
 - _____ Current and historic rates of return
 - _____ How much has been deposited and withdrawn over a given period of time

Describe where this information is kept

4. If our endowment chair were abducted by aliens on the way home from a meeting we would have the information we need about our fund

Describe where this information is kept or how it can be accessed

5. We clearly and regularly communicate with the congregation:

_____ The existence of the endowment fund and its balance

_____ The individuals involved in its management

_____ How endowment proceeds are used to further our ministry

Describe how, by whom, in what forum and the approximate date it was last done

6. At least every three years we compare our rate of return, investment fees paid and other account dynamics with those of other churches or similar organizations. Results of this analysis are shared with at least other financial leaders in the church.

Describe how often this is done and how and with whom the results are communicated

7. We are socially-responsible investors, as called for in Para. 2532.5b of the Discipline and defined by the General Board of Pensions and Health Benefits.

Describe your socially-responsible investment policy or practices

8. If our endowment has proceeds from the sale of a parsonage, those proceeds are kept in a separate fund and managed according to the Conference Policy (8-12 1 B in the 2007 Journal)

Describe how your mortgage proceeds are managed

9. We make a point of encouraging and soliciting gifts to the Endowment Fund at least every year through newsletter articles, planned giving seminars and other communication.

Describe your efforts

10. We keep up-to-date with important legislation and other issues concerning giving (such as the IRA Roll-Over) and pass this information on to our members

Describe your sources of information and how you spread the word
