

TO: Partner Churches
FROM: Brian Sheetz, Executive Director
DATE: March 23, 2020



I wanted to bring you up to date on our current procedures now that the Area Center (Conference Office) is essentially closed because of COVID-19 and the Corona Virus. I expect that some churches will face some difficult times financially in the next few months and I wanted to make sure we are ready, regardless of the circumstances, and that you will have access to your funds.

It is unclear how often our mail will be delivered, so we have adjusted our procedures as follows:

Withdrawal requests should be typed on church letterhead and signed by your authorized signers. This letter should then be scanned and emailed to Tina Ifantiedes, tina@eoumf.org. If you do not have access to a scanner, it can be faxed to our office at 330.498.5099, but if you fax it, send Tina an email telling her that it has been faxed.

If you're not sure who your authorized signers are, we will temporarily accept a request letter signed by **all three of the following**: the senior pastor and two key lay volunteers such as Administrative Board Chair, Finance Chair, Trustees Chair, etc.

Both of our partners in this process, Wespeth Benefits and Investments and the Methodist Financial Credit Union, assure us that their automated process will continue in any situation.

Deposits should continue to be done with a check payable to the Methodist Foundation of Ohio and mailed to our offices. Please be aware that we are not sure when we will receive those, so they may not be reflected on monthly statements. But when they are received you will be sent a confirming letter through the mail.

If you need to reach us by phone, call 800.831.3972 ext. 152 and these calls will be forwarded to my cell phone as long as the building is closed.

This is a difficult time, but I appreciate your ongoing partnership. Let us always keep our focus on Him and our mission.