

Trustees' Checklist

- Encourage legacy gifts through personal witness
- Prepare, at least annually, a report for the congregation about the endowment funds and investments.
- Determine when the last inheritance planning seminar was held; if not within the last two years, contact your Foundation representative to schedule one.
- Review the church's endowment fund and other gift policies.
- Review and update marketing materials the church has about its endowment funds.
- Recognize annual contributors to the endowment fund, including through a Legacy Society and on All Saint's Day.
- Review endowment investment performance.
- Be in contact with your Foundation representative on a regular basis.

*If funds invested at the
Christian Church Foundation:*

- Become familiar with the CCF website for marketing and other information.
www.christianchurchfoundation.org
- Review quarterly statements from the Foundation as part of Trustee meetings.
- Subscribe to receive monthly e-mails reporting fund performance. To register, send name, e-mail address and congregation's name and address to investments@ccf.disciples.org.
- Update forms, when necessary, by downloading from the Foundation website, including:
 - Signature card
 - Direct deposit request form
 - Request for scheduled withdrawal form

Website Investor Login

Username: investor

Password: disciples

For more information about the Foundation's investment program, see the brochure titled "A Guide to the Joint Investment Trust."

*The Christian
Church Foundation
helps Disciples
make a difference
forever and discover
the joy of
serving Christ
through
sharing their
resources.*

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A Guide to the Role of

Endowment Fund Trustees



Helping Disciples Make a Difference

Why Permanent Fund Trustees?

Serving as caretaker for legacy gifts made to a congregation is an important responsibility. While many churches may have “trustees” responsible for church property and signing important documents, trustees in charge of endowment, or permanent, funds have a more focused duty and obligation — ones that should not be distracted by other types of “trustee” duties.

By setting apart a group of trusted leaders who serve in this ministry, the congregation underlines the importance of legacy gifts and the church’s desire to be a responsible fiduciary of these gifts.

Qualifications of Trustees

First and foremost, endowment fund trustees must be trusted and respected members of the congregation. Personal wealth is not the issue; a high level of trust by church members, integrity, leadership, love of the church and commitment to its ministries are key attributes of permanent fund trustees.

Churches also benefit when endowment fund trustees have:

- A depth of experience and passion for the church’s ministries;
- Knowledge about financial statements and investing;
- Experience in communications, both in written and spoken forms;
- An openness to mentoring and encouraging fellow members to consider legacy gifts.

Not everyone has the same knowledge base and skills; however a team of trustees that have most of these attributes — and a passion for the church’s witness — can drive the success of a planned giving ministry that grows endowment funds.

Duties of Trustees

In most cases, the specific duties for the endowment fund trustees will be identified in the congregation’s endowment fund policy. As caretakers of the policy, as well as the funds governed by that policy, it is important that trustees hold themselves accountable to each other and to the congregation. This also serves to inspire trust among church members.

Typically, trustees are charged with:

- Leading the congregation by making a provision in their own financial plans that provides a legacy gift to the congregation’s endowment fund;
- Encouraging other members in the congregation to join in making a legacy gift to the church;
- Organizing, promoting and encouraging a type of Legacy Society that honors those who have included a gift to the church in their individual legacy/end-of-life plans;
- Sponsoring inheritance planning seminars and other informational meetings dealing with legacy giving;
- Publicizing the fund, including preparing a written report at least annually to the congregation about new gifts received, amount spent for ministry and investment transactions;
- Maintaining permanent files that preserve the original gift/bequest language for all separately recorded (restricted) gifts and any major investment additions to the congregationally governed endowment fund;
- Investing endowment assets with an appropriate investment manager and reviewing endowment activity at least quarterly;
- Determining the appropriate distribution for ministry in accordance with donor

restrictions, state law or congregational policy.

Other Responsibilities

A priority for endowment fund trustees is to understand and honor any donor restrictions on gifts made to the church. This is both a legal and moral obligation, and wise trustees honor donor intent when they take this responsibility seriously.

Typically, the following process happens when a gift is received and properly stewarded:

- Congregation receives notification from an attorney, executor or trustee indicating a donor has blessed the church with a gift.
- Trustees should request a copy of the portion of the will or trust document indicating the gift. It is vital that the congregation have the exact wording provided and keep it filed where it is accessible.
- If the trust or will includes gift language that uses terms such as “held,” “endowment” or “income from the gift,” the gift typically is intended for endowment and obligates the congregation to hold this gift for all time.
- If the trust or will mentions a specific gift amount with no endowment language or specified use of the funds, the gift is unrestricted and can be added to the endowment fund governed by policy.

The congregation may have a practice of combining gifts restricted for endowment to the permanent funds governed by congregational policy for oversight and investment. Accounting records, however, should separately record those assets that were restricted by the donor and cannot be used without court permission.