

CALIFORNIA-NEVADA UNITED METHODIST FOUNDATION

CAPITAL CAMPAIGN LETTER of AGREEMENT

This Agreement is made and entered into by and between [Name] United Methodist Church in [town], [state] and The California-Nevada United Methodist Foundation.

1. In order to lead a Capital Campaign, The Foundation hereby agrees to provide the primary direction and supervision to the local campaign. The Foundation Consultant will be assigned specific responsibilities as they relate to the Church's local campaign, and The Foundation responsibilities to the campaign will be as follows:
 - a. To establish a calendar for the campaign.
 - b. To write and furnish program manuals for the campaign leadership. People in the local congregation will staff positions in the campaign organization.
 - c. To evaluate the giving potential of the congregation for this campaign and establish the financial goals. The privilege of making increases in the recommended goals will rest only with The Foundation.
 - d. To assist in the selection and the enlistment of the Steering Committee for the campaign.
 - e. To provide training for all members of the Steering Committee and to provide them with materials and/or copy necessary for carrying out their responsibilities. The Foundation staff member will serve as supervisor for this group throughout the campaign.
 - f. To train all volunteers in the various organizations in the performance of their responsibilities, and to supervise the preparation of related materials. The responsibilities of these organizations will include: providing a means of distributing information about the program, receiving reservations for the special event, where appropriate, and assisting in receiving commitment cards.
 - g. To supervise the preparation and design of promotional materials.
 - h. To evaluate the potential of advance commitments and large gifts and supervise the enlistment of advance commitments.
 - i. To assist the Church in establishing plans for follow-up and for the enlistment of new families during the pledge period. If the Church should request an on-site Foundation Staff consultation during this time, the only charges made to the Church will be the actual travel expense of the Foundation staff.
2. The Executive Director of The Foundation will provide coordination with the assigned Consultant(s) and all related services necessary for the completion and evaluation of the capital campaign.
3. In consideration for these the Church will pay to The California-Nevada United Methodist Foundation a fee of \$1,000.00 per day (not to exceed _____) billable each month, plus actual out-of-pocket expenses for Consultant services. A per diem payment of \$1,000.00 will secure this agreement accompanied by signed agreement. Subsequent payments will be billed by the 25th of the month and due the First of the month. The church will be responsible for no other charges related to the Foundation services except for out-of-pocket expenses contracted for or requested by the Church, including expenses for graphic design, printing, secretary, and related items that are a necessary part of the campaign.

(_____) United Methodist Church

The California-Nevada United Methodist Foundation

By: _____

By: _____

Title: _____

Title: Executive Director

Date: _____

Date: _____