



UTO

**UNITED THANK
OFFERING**



Board Orientation Handbook

Approved May 22, 2018

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Welcome Letter

Welcome to the United Thank Offering Board. *(Board for the remainder of the document.)* We give thanks for your commitment of time and talent to building up this wonderful ministry within the Episcopal Church. For over 125 years, the United Thank Offering (UTO) has encouraged members of the Episcopal Church to consider how God has richly blessed them each day and to make a thank offering into a blue box. These offerings are collected and distributed through grants once a year to support innovative and important ministries throughout the church. The Board works year-round to support our grassroots community through the development and distribution of educational materials, informative training opportunities (including but not limited to webinars) and special events. In addition to supporting the grassroots community, we work to ensure the increase in giving to the annual ingathering and oversee the granting of those funds each year. We are so glad to have you as a part of our Board and it is our hope that this manual will help prepare you for your role. Each of us remembers what it was like to be new to this Board and know that it can seem a bit overwhelming, but we hope that by offering the following information you'll feel like you're entering into this ministry with some encouragement and background information. If something is unclear or if you need more information, do not hesitate to ask. Our goal is to prepare you to participate fully as well as to bring new ideas and new energy to this wonderful ministry. Again, welcome to the Board!

I. Introduction:

This Orientation Manual is designed to give you background information that will help you prepare for your first Board meeting. It is an overview of some of the policies that you will encounter and some information about the United Thank Offering, The Episcopal Church and the Anglican Communion.

Brief Overview of the United Thank Offering Board

The United Thank Offering (UTO) is a ministry of The Episcopal Church for the mission of the whole church. Through UTO, individuals are invited to embrace and deepen a personal daily spiritual discipline of gratitude. UTO encourages people to notice the good things that happen each day, give thanks to God for those blessings and make an offering for each blessing using a UTO Blue Box. UTO is entrusted to receive the offerings, and to distribute the 100% of what is collected to support innovative mission and ministry throughout The Episcopal Church and Provinces of the Anglican Communion.

Helpful Terms and Acronyms

United Thank Offering (UTO): This term refers to the mission and ministry of thankful giving as described in the Theology of Thankfulness. All Episcopalians are members of the United Thank Offering.

United Thank Offering Board (Board): The Board consists of elected and appointed members throughout The Episcopal Church. There are nine (9) representatives, one from each of the nine (9) Provinces; three (3) Officers; two (2) Appointed Members; two (2) Young Adult Members and one (1) Executive Council Liaison. The United Thank Offering has two (2) staff members and one (1) intern. This group works to support and carry out the ministry of the United Thank Offering.

The Domestic and Foreign Missionary Society of the Protestant Episcopal Church in the United States of America (DFMS): This is the legal name of the corporation that is The Episcopal Church.

The Episcopal Church: We must always remember that the Church is located in-the United States as well as 12 other countries. The Episcopal Church USA or ECUSA are incorrect descriptions of the church.

The General Convention Office (GCO): As a Board of the Church that reports to the Executive Council of The Episcopal Church, we utilize and abide by policies set through the General Convention Office. GCO assists us with our travel, Board meetings and participation at General Convention/Triennial Meeting.

Reconciliation, Justice and Creation Care (RJCC): The staff assigned to UTO is a part of the Presiding Bishop's staff and specifically the Reconciliation, Justice and Creation Care Team. This team is charged with carrying out the priorities of the Jesus Movement set by the Presiding Bishop.

Global Partnerships Team: This team oversees relationships between The Episcopal Church and the Anglican Communion. A staff person is assigned to different regions of the globe. Each year, the UTO Board meets with Global Partnerships (and a few others) to review applications from the Anglican Communion.

Interim Bodies: All groups that function and report to Executive Council or General Convention in between Convention years are considered Interim Bodies. Most of these groups have a mandate found in the Constitutions and Canons of The Episcopal Church that describes their particular work and role in the church while others were created by resolution of Executive Council or General Convention. All Interim Bodies report to General Convention through the Blue Book Report, which is prepared in the fall prior to General Convention.

Executive Council (EC): was established by Canon in 1919 to serve as the Board of Directors of the Domestic and Foreign Missionary Society (DFMS), implementing and monitoring the policies and programs authorized by the General Convention, and initiating new work as necessary. Members sit for staggered terms of six years and are elected by the General Convention (20 members) and by the provinces (18 members). The Presiding Bishop is the ex officio Chair, and the President of the House of Deputies is the ex officio Vice Chair. The Secretary and the Treasurer of the Executive Council serve as non-voting members. Our Board reports to a committee of the EC referred to as the Joint Standing Committee on Advocacy and Networking for all granting or policy approval. The governing documents of the Board (the bylaws and the Memorandum of Understanding (MOU)) are approved through the committee Governance for Administration for Mission (GAM) and our budget is approved through the ANM and finally through Finances for Mission (FFM).

Extra-Provincial: When looking at a map of the Anglican Communion, you will see that some areas are referred to as “Extra-Provincial”. These areas of the Communion are independent provinces or churches but receive oversight from the Archbishop of Canterbury (for example, Spain). Many of these provinces lack the three bishops necessary to form an independent province due to the cost.

Aided Diocese: These Dioceses receive funding in the form of Block Grants from the General Convention Budget. Each Diocese is supposed to be working towards self-sustainability by creating jobs, ministries, etcetera within their diocese that would eventually take the place of the Block Grant. The Aided Dioceses are often broken up into three groups:

1. Indigenous Dioceses:
 - a. Alaska
 - b. Episcopal Church in Navajoland
 - c. North Dakota

- d. South Dakota
- 2. Province 9
 - a. Cuba (asking to be added at Convention in 2018)
 - b. Dominican Republic
 - c. Honduras
 - d. Colombia
 - e. Central Ecuador
 - f. Litoral Ecuador
 - g. Puerto Rico
 - h. Venezuela
- 3. Other
 - a. Virgin Islands
 - b. Haiti
 - c. Taiwan

Covenant or Bilateral Partnerships: Covenant Partners are Provinces (or in the case of Liberia, a Diocese) that were originally a part of The Episcopal Church but in their process of self-sustainability became independent from The Episcopal Church. These Provinces (or Diocese) receive or received funding in the form of Block Grants. Historically, UTO Board members were also members on the Covenant Committees that oversaw those relationships in order to support and help advocate for the Covenant Partners UTO applications. The Covenant Partners are:

- 1. Liberia,
- 2. Brazil,
- 3. IARCA (Central America),
- 4. Philippines,
- 5. Mexico

Agenda for Meetings: One month prior to a meeting, the president will draft and circulate a detailed agenda to the members and to the General Convention Office. The agenda includes the topics for discussion and an outline of when the discussions will take place. Canon I.1.2(i) directs Standing Commissions, and other Interim Bodies by extension, to publish notice of their meetings and the topics for discussion. To fulfill this Canon, the General Convention Office posts each Interim Bodies meeting schedule online and includes agendas. Interested parties may send letters or e-mails to Interim Bodies or their Chairs in the care of the General Convention Office.

II. Travel to Board Meetings

All expenses related to travel to Board meetings is reimbursed through the General Convention Office (GCO). Prior to a meeting being held you will receive an email notification from the GCO referred to as a **call to meeting**, which will give you information concerning the dates, time, location and agenda for the meeting. This email will also instruct you that it is time for you to arrange for your travel to the meeting. Please book your ticket immediately to ensure that you are getting the best price possible and we are required to book at the least expensive rate. You will only be able to book your ticket after you have responded to the **call to meeting** email. We utilize an online travel system, through which you will need to book your ticket. You will receive an email from A&I Travel that will outline how to log for the first time shortly, after you respond to your first **call to meeting** notice. **If you are planning to make any deviations to the set meeting travel times, e.g. add a day for personal travel, please contact the Board president via e-mail in advance for approval.**

The Board functions on an annual balanced budget, which means that we must be diligent in managing the cost of our ministry and cannot overspend on any project, meeting or item. Please refer to the Policies and Procedures Manual for the Board for information regarding reimbursement policies for non-travel expenses. The Board abides by the Travel Guidelines of the Episcopal Church, which are updated frequently and as such are not included here.

You can access the **Travel Guidelines** here:

<https://extranet.generalconvention.org/staff/files/download/2051.pdf>

You can access the **Travel Expense Report Form** here:

<http://www.generalconvention.org/ccab>.

Equipment for Board Member Use

If you do not have access to the necessary computer equipment (especially web camera and microphone and recent operating system) for participating in Board work, online meetings and processing of grant applications, you can sign out an Apple iPad from the UTO office. If you need to borrow such equipment, please contact the UTO Staff and she will sign out the equipment and give you the hardware at the first Board meeting.

III. Required Trainings or Forms to Submit Prior to Your First Board Meeting

Conflict of Interest Policy

Board Members are representatives of the United Thank Offering Board as well as the Domestic and Foreign Missionary Society (DFMS) and therefore must declare any potential conflicts between personal involvements and the work of DFMS. **Prior to your first Board meeting, you will need to read the Conflict of Interest Policy and then sign and return to the UTO Office a Conflict of Interest Report.** Since this policy document is also reviewed regularly it is not included in this handbook but is available for download from:

<https://extranet.generalconvention.org/staff/files/download/826.pdf>

Sexual Harassment Policy

Sexual harassment is against the law and will not be tolerated. All Board members are required to read the *Sexual Harassment and Sexual Abuse Policy of DFMS* and sign and return to the UTO office a form acknowledging that you have read and understood it before the first meeting of the Board. It is available at: <https://extranet.generalconvention.org/staff/files/download/826.pdf>. It is attached to the Conflict of Interest documents.

Anti-Discrimination Policy

The Board prohibits and will not tolerate any form of discrimination. Discriminatory behavior is cause for immediate removal from the Board. All Board members are required to participate in Anti-Racism training prior to joining the Board per General Convention. Please contact your diocese to see when Anti-Racism training is available in your area. Once you have completed Anti-Racism training, please mail your certificate to the UTO Office.

SafeChurch Policy

Current SafeChurch (Safeguarding God's Children and Safeguarding God's People) certification is required for all members of the Board since many of our site visits bring us into contact with minors. It is necessary for you to attend SafeChurch training in your local community prior to the first meeting

of the Board according to the training regulations in your diocese and make sure as a leader in the church your certification is current under the regulations imposed by your diocese and that a copy of your certificate has been mailed to the UTO Office. If you are unable to attend prior to your first meeting please inform the Board President. Some dioceses now offer online training and others require in person training, so it is important to check with your local diocesan office regarding their SafeChurch Policies.

IV. United Thank Offering Prayers and Values

The United Thank Offering Blue Box Prayer

Almighty God, I give you praise
For blessing me in many ways.
Create in me a grateful heart
And with this gift, a blessing start.
Amen.

The United Thank Offering Prayer, 2018

Gracious God, we come before you in the knowledge that although we are varied in our gifts, we are united as laborers in your harvest. With grateful hearts, we give thanks for the blessings and challenges that inspire the work of the United Thank Offering. May the offerings given to UTO as an expression of gratitude go on to address the needs of our ever-changing world. All this we ask through Jesus Christ, whose life is a blueprint we strive to follow. Amen.

The United Thank Offering Core Values

Thanksgiving (for joy, blessings, and challenges)

Generosity (all offerings are granted)

Mission (expand the church)

Ministry (meet compelling human needs)

V. Important Addresses

Mailing Items to the UTO Office

United Thank Offering Staff

The Episcopal Church

815 Second Ave.

New York, NY 10017

Mailing Ingathering Funds Memorial Gift Trust Fund

United Thank Offering

DFMS - Protestant Episcopal Church US

P.O. Box 958983

St. Louis, MO 63195-8983

Please make checks out to: United Thank Offering (write in memo line -the name of the Diocese and Ingathering.)

Memorial Trust Fund

United Thank Offering

DFMS - Protestant Episcopal Church US

P.O. Box 958983

St. Louis, MO 63195-8983

Please make checks out to: United Thank Offering (write in memo line - MGTF.)

Mailing Travel Reimbursement Requests

General Convention Office

The Episcopal Church

815 Second Ave.

New York, NY 10017

VI: The Five Marks of Mission

The Five Marks of Mission, developed by the Anglican Consultative Council and adopted by the General Convention in 2009, are:

1. To proclaim the Good News of the Kingdom
2. To teach, baptize and nurture new believers
3. To respond to human need by loving service
4. To seek to transform unjust structures of society
5. To strive to safeguard the integrity of creation and sustain and renew the life of the earth

The daily prayers, thank offerings and service of the United Thank Offering is a constant representation of The Five Marks Of Mission.

In a succinct way, the Five Marks of Mission offers a framework for mission and ministry work. For many, the work of the Five Marks is already part of a congregational or personal mission program. Whether it's when you recycle (Mark #5), undertake social justice work (Mark #4), donate to a food bank, volunteer at a soup kitchen (Mark #3), renew your baptismal vows (Marks #1 and #2), or countless other ways, the Five Marks of Mission shine through.

"Mission is really making us all aware of the incredible love that God has for all of us," said Archbishop Desmond Tutu in a webcast about Mission. "It says things like: you don't have to earn God's love. God loves you, period. Everything flows from there."

Presiding Bishop Katharine Jefferts Schori noted that mission is about receiving love and then responding by going out and sharing. "It is a matter of calling the near and the far off together into the fold. It is about healing and reconciling. It is about making that love incarnate in the lives of people around us and in the lives of people on the other end of the earth."

VII: The Jesus Movement

The Jesus Movement means we're following Jesus into loving, liberating and life-giving relationship with God, with each other and with the earth. First, we follow Jesus. We are simply the Episcopal branch of the Jesus Movement, seeking every day to love God with our whole heart, mind and soul, and to love our neighbors as ourselves (Matthew 22:36-40). Just like Jesus. We're working on simple practices for each priority area - if it's a Movement, then we should all be able to grasp the ideas and get on board. Then we're mapping a strategy that inspires and equips all of us to join God and make a difference. The Jesus Movement takes you places. For the Episcopal Church, it calls us to focus on three specific Jesus Movement Priorities:

1. **EVANGELISM**: Listen for Jesus' movement in our lives and in the world. Give thanks.
Proclaim and celebrate it! Invite the Spirit to do the rest.
 - a. **INSPIRE** Episcopalians to embrace evangelism
 - b. **GATHER** Episcopal evangelists
 - c. **EQUIP** *all* to be evangelists
 - d. **SEND** *all* as evangelists
2. **RECONCILIATION**: Embody the loving, liberating, life-giving way of Jesus with each other
 - a. **TELL** the truth about church and race
 - b. **REWRITE** the narrative
 - c. **FORM** Episcopalians as reconcilers
 - d. **REPAIR & RESTORE** institutions & society
3. **CREATION CARE**: Encounter and honor the face of God in creation
 - a. **DEVELOP** creation care resources
 - b. **GROW** local eco-ministries
 - c. **PURSUE** eco-justice at church-wide and local levels
 - d. **CONVENE** conversations around climate and faith

VIII: Documents of Governance

The following are important documents that govern the work of the Board. It is imperative that each new Board member review the following documents and be comfortable referring to them while working as a part of the Board.

1. Constitutions and Canons of The Episcopal Church (www.generalconvention.org)
2. United Thank Offering Board Bylaws
3. Memorandum of Understanding (MOU)
4. Policies and Procedures for Interim Bodies: including travel guidelines, conflict of interest, handbook, all available at:
https://extranet.generalconvention.org/governing_and_interim_bodies/interim_bodies
5. United Thank Offering Board Policies and Procedures
6. United Thank Offering Committee Handbooks

IX: Church Staff Related to the Board

The relationship between the Board and the Domestic and Foreign Missionary Society (DFMS) is one built upon trust, understanding, collaboration and unity. Please direct all questions or concerns that might require staff assistance first to the Board President and the Staff Officer.

The Senior Officers of the Episcopal Church

Presiding Bishop and President of the Executive Council: The Most Reverend Michael B. Curry

President of the House of Deputies and Vice President of the Executive Council:

The Reverend Gay Clark Jennings

Chief Operating Officer: The Reverend Geoff Smith

Chief Financial Officer: Mr. Kurt Barnes

The Secretary of General Convention: The Reverend Canon Michael Barlowe

Canon to the Presiding Bishop for Evangelism, Reconciliation and Stewardship of Creation:

The Reverend Canon Stephanie Spellers

Canon to the Presiding Bishop for Ministry Beyond The Episcopal Church:

The Reverend Canon Chuck Robertson, Ph.D.

Canon to the Presiding Bishop for Ministry Within The Episcopal Church:

The Reverend Canon Mark Stevenson

DFMS Staff Working Directly With The Board

Director of Reconciliation, Justice and Creation Care: The Reverend Melanie Mullen

Staff Officer, the United Thank Offering: The Reverend Canon Heather Melton

Associate Staff Officer, the United Thank Offering: The Reverend Canon Michelle Walker

Manager for Finance and Meetings: Mr. Patrick Haizel

Assistant Controller: Ms. Arlissa Dean

X: Church Structure

Episcopal Church Governance

The Episcopal Church is governed by:

1. General Convention, which meets every three years, and
2. Executive Council during interim years.

The General Convention is bicameral and consists of the House of Bishops and the House of Deputies.

The House of Bishops is composed of every bishop with jurisdiction (Diocesan Bishop), every bishop coadjutor, every suffragan bishop, every assistant bishop, every retired bishop, every bishop elected to an office created by General Convention, and every bishop who has resigned because of mission strategy; each of whom has a seat and vote. The House may also elect collegial members who are admitted with seat and voice, but no vote. Collegial members are bishops in the Anglican Communion who serve extra-provincial dioceses. The Presiding Chair of the House of Bishops is the Presiding Bishop.

It is traditional for the House of Bishops to meet at least annually in interim sessions between General Convention when its agenda is limited by the Constitution and Canons to matters affecting the general state of the church and meeting the needs of contemporary society. When meeting in interim session, it does not have legislative power to initiate or amend programs approved by the two houses meeting as General Convention.

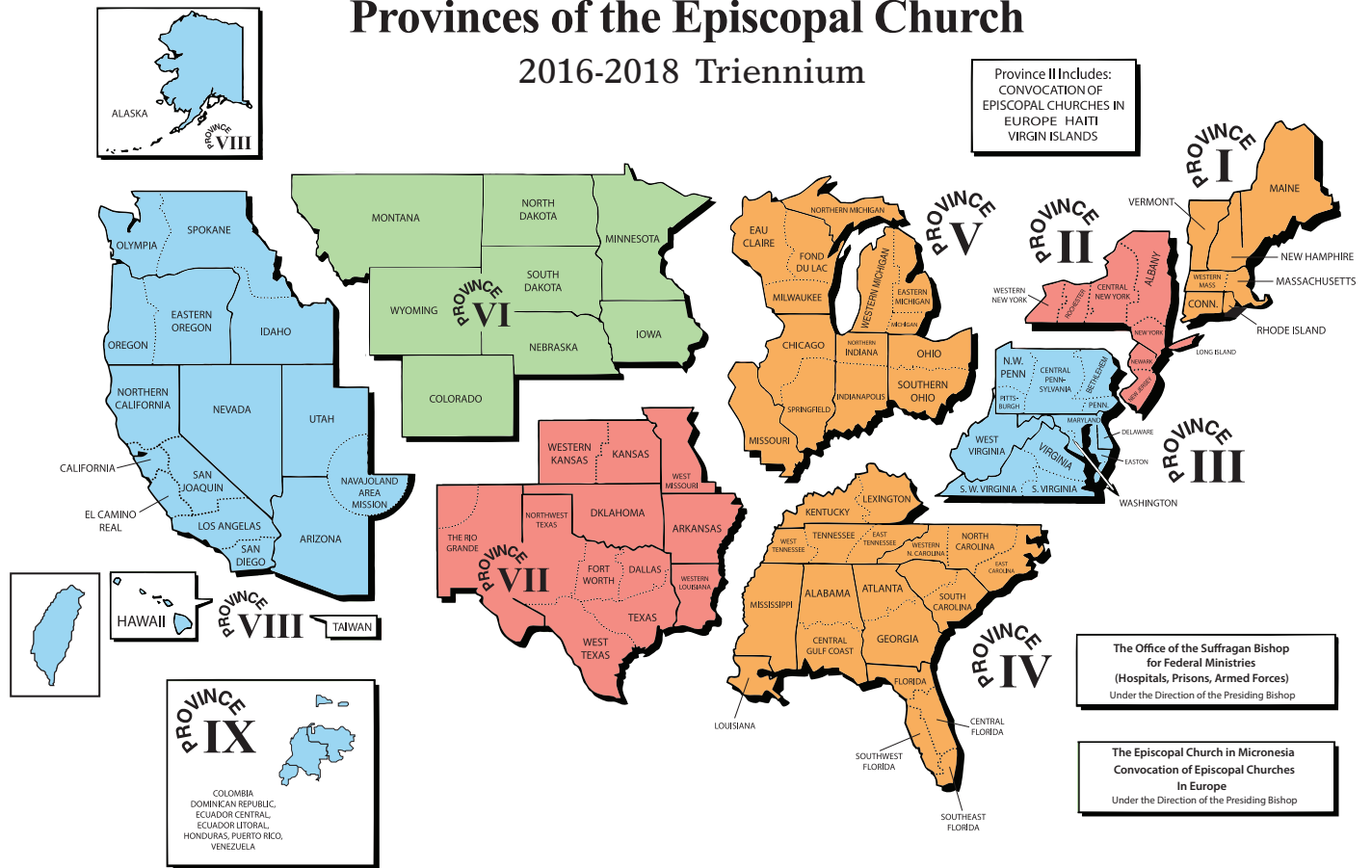
The House of Deputies is composed four (4) lay and four (4) clerical deputies from each of the jurisdictions (diocese), domestic and overseas, elected in the manner determined by each jurisdiction. The Presiding Chair of the House of Deputies is the President of the House of Deputies.

When the two houses meet concurrently in General Convention, legislation is enacted, church policy and programs are approved, and a budget for the next triennium is adopted.

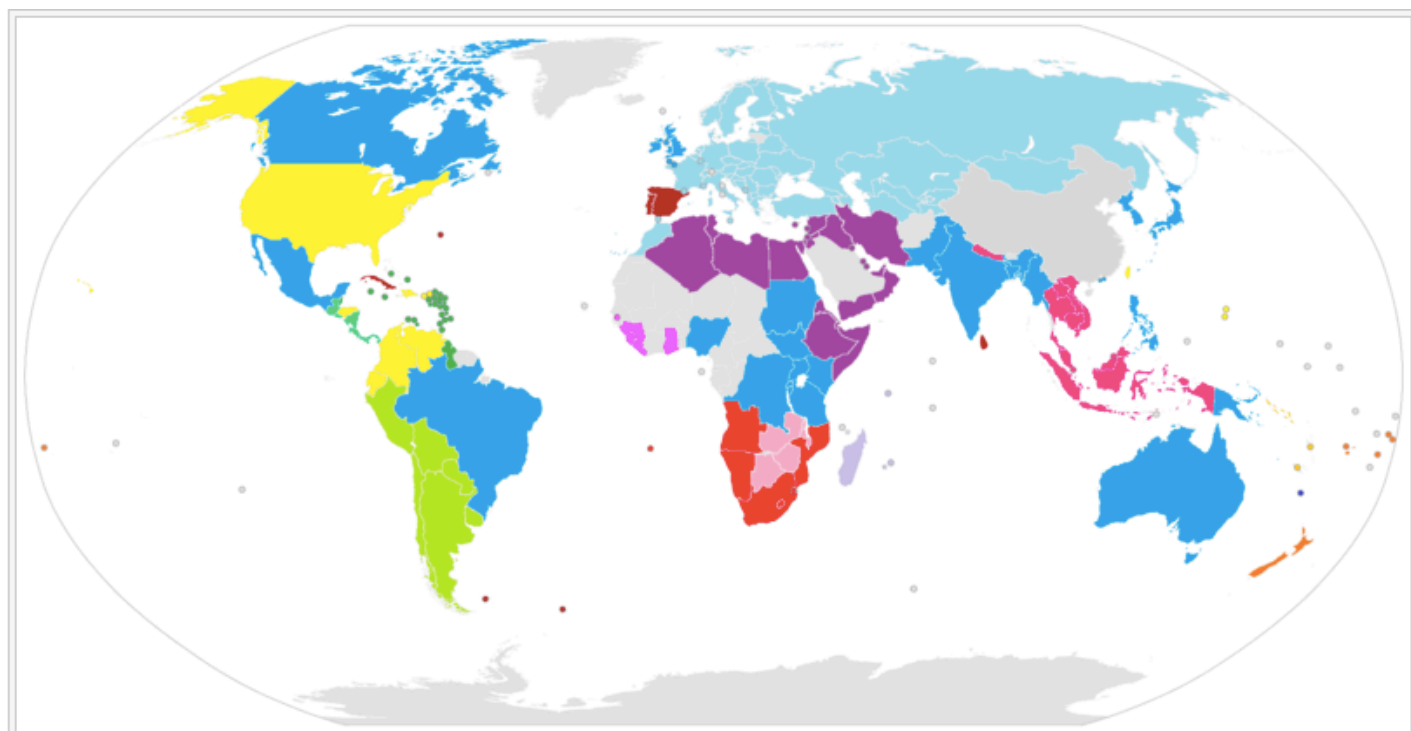
Map of the Provinces of the Episcopal Church

Provinces of the Episcopal Church

2016-2018 Triennium



Information on the Provinces of the Anglican Communion



A world map showing the provinces of the **Anglican Communion**:

■ Autonomous churches	■ Episcopal Church in Jerusalem and the Middle East
■ Episcopal Church of the United States	■ Church of the Province of the Indian Ocean
■ Church in the Province of the West Indies	■ Anglican Church in Aotearoa, New Zealand and Polynesia
■ Anglican Church in Central America	■ Church of the Province of Melanesia
■ Anglican Church of the Southern Cone of America	■ Diocese of Gibraltar of the Church of England
■ Anglican Church of Southern Africa	■ Extra-provincial to the Archbishop of Canterbury
■ Church of the Province of Central Africa	■ Church of the Province of South East Asia
■ Church of the Province of West Africa	■ No organized Anglican presence

Note that the *Church of Ireland* serves both Northern Ireland and the Republic of Ireland, the *Episcopal Church of the Sudan* serves both Sudan and South Sudan and the *Anglican Church of Korea* serves South Korea and, theoretically, North Korea. India is divided into a Church of North India and a Church of South India. The diocese of Gibraltar is also present in Portugal and Spain. The Episcopal Church, USA affiliated Convocation of Episcopal Churches in Europe has affiliates in France, Belgium, Austria, Switzerland, Italy and Kazakhstan.

All 38 provinces of the Anglican Communion are autonomous, each with its own primate and governing structure. These provinces may take the form of national churches (such as in Canada, Uganda, or Japan) or a collection of nations (such as the West Indies, Central Africa, or Southeast Asia). They are:

1. Anglican Church in Aotearoa, New Zealand and Polynesia
2. Anglican Church of Australia
3. Church of Bangladesh
4. Anglican Episcopal Church of Brazil (Bi-Lateral Partner with The Episcopal Church)
5. Anglican Church of Burundi
6. Anglican Church of Canada

7. Church of the Province of Central Africa
8. Anglican Church in the Central Region of America (Covenant Partner with the Episcopal Church)
9. Province of the Anglican Church of Congo
10. Church of England
11. Kong Anglican Church (Episcopal)
12. Church of the Province of the Indian Ocean
13. Church of Ireland
14. Nippon Sei Ko Kai (Japan)
15. Episcopal Church in Jerusalem and the Middle East
16. Anglican Church of Kenya
17. Anglican Church of Korea
18. Church of the Province of Melanesia
19. Anglican Church of Mexico (Covenant Partner with the Episcopal Church)
20. Church of the Province of Myanmar
21. Church of Nigeria
22. Church of North India
23. Church of Pakistan
24. Anglican Church of Papua New Guinea
25. Episcopal Church in the Philippines (Covenant Partner with the Episcopal Church)
26. Church of the Province of Rwanda
27. Scottish Episcopal Church
28. Church of the Province of South East Asia
29. Church of South India
30. Anglican Church of Southern Africa
31. Anglican Church of the Southern Cone of America
32. Episcopal Church of the Sudan
33. Anglican Church of Tanzania
34. Church of Uganda
35. The Domestic and Foreign Missionary Society of the Protestant Episcopal Church
36. Church in Wales
37. Church of the Province of West Africa

38. Church in the Province of the West Indies

In addition, there are six extraprovincial churches, five of which are under the metropolitan authority of the Archbishop of Canterbury.

39. Anglican Church of Bermuda (extraprovincial to the Archbishop of Canterbury)
40. Iglesia Episcopal de Cuba (Episcopal Church of Cuba) (under a metropolitan council) (Applying to become a diocese of The Episcopal Church at General Convention 2018)
41. Parish of the Falkland Islands (extraprovincial to the Archbishop of Canterbury)
42. Lusitanian Catholic Apostolic Evangelical Church (extraprovincial to the Archbishop of Canterbury)
43. Spanish Reformed Episcopal Church (extraprovincial to the Archbishop of Canterbury)
44. Church of Ceylon (extraprovincial to the Archbishop of Canterbury)

In addition to other member churches, the churches of the Anglican Communion are in full communion with the Old Catholic churches of the Union of Utrecht and the Scandinavian Lutheran churches of the Porvoo Communion in Europe, the India-based Malankara Mar Thoma Syrian and Malabar Independent Syrian churches and the Philippine Independent Church, also known as the Aglipayan Church.

XI: Trust Funds Associated with The United Thank Offering and The Board

All trust funds are owned, held and managed by DFMS, some then benefit other Episcopal/Anglican Entities.

The United Thank Offering has four (4) groups of Trust Funds associated with the Board:

1. **Ingathering Income Trusts:** These trust funds were established to generate income each year for the ingathering and are credited to the Diocese that the giver intended.
2. **Pension Trusts:** There are a few trusts that were developed to enable pensions and reference the Women's Auxiliary or United Thank Offering, how they are used is explained below.
3. **"Work of UTO" Trusts:** These are the trust funds that generate income to support the work of the United Thank Offering.
4. **Ingathering Trust:** This account was created using unclaimed granting funds to generate income for the ingathering.

Group 1: Ingathering Income Trusts

Fund #	Name	Year
<u>40 UTO - Long Island</u>		
446.00	Van Nostrand, Louisa B., New York, NY No. 1, Bequest of, A Special	(1930)
	To establish "The Louisa B. Van Nostrand Fund." Income to be applied to the United Thank Offering and credited as part of the contribution of the Woman's Auxiliary of the Diocese of Long Island.	
<u>41 UTO - New Jersey</u>		
399.00	Shepherd, The Ven. R. Bowden, Trenton, NJ No. 1, Gift of, A Special.	(1926)
	To establish "The Rebecca Wain Shepherd Trust Fund." Income to be added to the United Thank Offering of New Jersey.	

42 UTO - New York

603.00 Smith, Alice Clara, Bronx, NY No. 2, Bequest of, A Special (1948)

Income to be applied to the United Thank Offering and credited to the Women's Auxiliary, Diocese of New York.603.00

612.00 Sullivan, Florence S., New York, NY No. 2, Bequest of, A Special (1949)

To be invested, the income for the United Thank Offering and credited to the Woman's Auxiliary, Diocese of New York.

675.00 Woman's Auxiliary, New York No. 4, Gift of, A Special (1955)

Income for United Thank Offering in memory of Gladys Van Deventer Baxter, credit Diocese of New York.

776.00 Hand, Susan Train, New York, NY Bequest of, A Special (1968)

Income to be used for the United Thank Offering of the Women of the Church (credited to the Diocese of New York).

43 UTO - Newark, NJ

626.00 Sparkman, Helen A., Paterson, NJ Bequest of, A Special (1950)

"In memory of my mother, Helen E. Sparkman." Income for United Thank Offering, with credit to St. Paul's Church, Paterson, NJ, Diocese of Newark.

44 UTO - Rochester, NY

509.00 Nevin, Miss Louise D., Newark, NY Gift of, A Special (1938)

To establish the "Ethan A. Nevin Memorial Fund." Income to be added to the United Thank Offering and credited to the Woman's Auxiliary of St. Mark's Church, Newark, NY.

45 UTO - Bethlehem, PA

****360.00 Barber, Elizabeth Butler, Memorial Fund Gift, A Special (1923)**

From her children to establish "The Elizabeth Butler Barber Memorial Fund."
Income to be credited to the United Thank Offering, from St. Mark's Parish,
Mauch Chunk, Diocese of Bethlehem.

505.00 Woman's Auxiliary, Bethlehem No. 2, Gift of, A Special (1938)

To establish the "Memorial Thank Offering Fund of Bethlehem Diocese."
Income to be added semi-annually to the United Thank Offering of the
Diocese of Bethlehem.

46 UTO - Central Pennsylvania

277.00 Albert, Julia D., Baltimore, MD Bequest of, A Special (1918)

To establish "The Doughty Fund" as a memorial to her three sisters. Income
to be used to increase the United Thank Offering of the Woman's Auxiliary.

47 UTO - Pennsylvania

466.00 North, Mary C. S., Philadelphia, PA Bequest of, A Special (1933)

Income to be paid to the United Thank Offering and to be designated as a gift
from the Diocese of Pennsylvania.

549.00 Ogier, Catherine B., West Chester, PA Bequest of, A Special (1942)

In memory of her mother, Catherine G. Ogier. Income for the United Thank
Offering, credited to the Church of the Holy Trinity, West Chester, PA.

778.00 Blodget, Mrs. Theodora C., Philadelphia, PA Bequest of, A Special (1968)

Income to be used for the United Thank Offering of the Woman's Auxiliary
(credited to the Diocese of Pennsylvania).

48 UTO - Virginia

546.00 Leake, Mrs. Sue H., Richmond, VA (Bequest of, A Special (1942)

Income to be added to the United Thank Offering and credited to the Woman's Auxiliary (called the Peterkin Auxiliary) of St. James' Church, Richmond, Virginia.

49 Grant Making

406.00 Gibbs, Mary E., Detroit, MI Bequest of, A Special (1927)

Income to be added to the United Thank Offering of the Women's Auxiliary.

503.00 Wilkes, Mrs. Cora H., Allegan, MI Bequest of, A Special (1937)

Income to be paid into the United Thank Offering of the Women's Auxiliary.

569.00 Soule, Ida W., Boston, MA Bequest of, A Special (1944)

Income added each year to the United Thank Offering.

666.00 Peterson, A. Josephine, late of Galesburgh, IL Bequest of, A Special(1954)

Income to be added to the United Thank Offering.

Churches

59 Christ Church, Detroit, MI

430.00 Brady, R. McClelland, Detroit, MI Gift of, A Special (1929)

To establish: "The Belle Holland Brady Memorial Fund." Income to be paid semi-annually to the Treasurer of the United Thank Offering of the Woman's Auxiliary of Christ Episcopal Church of Detroit, Diocese of Michigan, so long as the United Thank Offering of said church exists, and thereafter, to the Treasurer of said Missionary Society, for its corporate purposes generally, said trust to thereupon cease.

65 UTO - Grace Church, New York, NY

676.00 Donnell, Aileen, New York, NY Bequest of, A Special (1955)

Established by request of the Women's Association, Grace Church, New York, NY. Income for the United Thank Offering through Grace Church,

Group 2: Pension Trusts

Fund #	Name	Year
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388.00 Soule, Ida W., Pension Fund of the United Thank Offering (1925)

Part of the United Thank Offering, for 1922 and subsequent years set aside by direction of the Women's Auxiliary as a permanent fund, income to be used for the retiring allowances for all women workers of the Society. *Contributes to DFMS female employee pensions as stated in the intentions.*

527.00 Wheeler, Ednah H., Belmont, MA Bequest of, A Special (1940)

Income for the benefit of retired United Thank Offering missionaries. *Contributes to retired missionary pensions as stated in the intentions.*

642.00 Wilson, Virginia, Portland, OR No. 1, Bequest of (1952)

To establish a permanent endowment. Income for payment of pensions to United Thank Offering workers of the Episcopal Church. *Contributes to UTO employee pensions as stated in the intentions.*

Group 3: "Work of UTO" Trusts

Fund #	Name	Year
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630.02 Wright, Emilie G., Hartford, CT Bequest of, A Special (1951)

This fund resulted from a legacy of one-half of the donor's residuary estate. The donor made a non-binding request that the money be used for the work of

the Women's Auxiliary (now the Episcopal Church Women). The income from this fund is divided between the Episcopal Church Women and the United Thank Offering, in the proportions directed by their executive committees: currently 71% [Trust Fund No. 630.01] to the Episcopal Church Women and 29% [Trust Fund No. 630.02] to the United Thank Offering.

827.00 Bell, Donald H., Memorial, Eustis, FL (1980)

Gift of Mrs. Margaret L. Willard, Eustis, Florida, to the Diocese of Central Florida. Income only to be used for the United Thank Offering Committee. This fund is related to Trust Fund No. 826; this fund was established with 10% of Mrs. Willard's gift to the Diocese of Central Florida. The money came to the Society with the restriction that it be applied for the UTO, but both principal and income are available to be used. The "income only" restriction is Board-imposed.

852.00 United Thank Offering Memorial Trust Fund (1982)

Income only to be used for reasonable travel and meeting expenses of members of the United Thank Offering Committee, or its successor, the nature of such expenses to be within established guidelines.

Group 4: Ingathering Trust

Fund #	Name	Year
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1021.00 This fund was established with \$1,000,000 from the United Thank Offering. This is a custodial-type trust fund, meaning that DFMS is not trustee for these funds but is simply providing the owner (United Thank Offering) with access to investment management through DFMS endowment.

This trust fund was created when unclaimed or returned grants reached \$1,000,000 so that the income from this account could supplement the ingathering. Unfortunately, this account took a hit

with the financial downturn a few years back and now the interest is helping to build the principle back up so that it can be strong enough to generate income for the ingathering. A small amount is added from the interest each year to the ingathering in the meantime.

XII: Board Emergency Contact Form

To be turned in to the UTO Office prior to attending your first meeting.

Name:

Address:

Street Address

City

State

Zip Code:

Home Telephone Number(s):

Cellular Telephone Number(s):

Do you have any known allergies and/or medical conditions that might require immediate attention?

(Please mark one.) Yes No *If yes, please list.*

Do you have a known food allergy? *(Please mark one.)* Yes No *If yes, please list.*

Are you allergic to any medications? *(Please mark one.)* Yes No *If yes, please list.*

PHYSICIAN'S INFORMATION

Primary Care Physician's Name:

Office Telephone Number:

Physician's Emergency Number:

EMERGENCY CONTACT INFORMATION

Name: _____

Address: _____

Street Address

City

State

Zip Code

Relationship: _____

Home Telephone Number: _____ Cell: _____

Name: _____

Address: _____

Street Address

City

State

Zip Code

Relationship: _____

Home Telephone Number: _____ Cell: _____