



## Church Coordinator Guidelines 2015 - 2016

*Cultivate an attitude of gratitude for all of God's blessings.*

The United Thank Offering Board provides over \$1 million dollars in grants to parishes and organizations across the country and around the world. 100% of the money which is collected is distributed through the grants. **Lawrence Hall Youth Services** received a 2015 grant in their requested amount of **\$9,820.00** for computer upgrades for their Work Force Development Program. The program prepares youth to obtain and maintain employment and provides career counseling. They teach and model job readiness.

**For an ingathering:** Please follow these steps as you prepare to receive donations. Being thankful is a good thing and we should participate in the UTO ingathering process joyfully – celebrating our many blessings!

- 1) Coordinate the date of your collection with your clergy. Spring and fall are the appropriate times to conduct an ingathering.
- 2) Provide UTO envelopes so that participants can submit their donation separately from their general offering.
  - UTO envelopes can be ordered from the website: [www.episcopalmarketplace.com](http://www.episcopalmarketplace.com). The supplies are free but there is a shipping charge.
  - You may want to purchase blue envelopes or use white envelopes with a blue dot or other sticker or stamp.
  - Envelopes can be placed in the pews, inserted in the Sunday bulletin or monthly newsletter, or handed out by the ushers.
- 3) **Please remind your church members to make their checks payable to your church with "UTO" written in the memo section.**
- 4) Ask to have the UTO collection gathered separately from the general offering.
  - **Please have the parish treasurer draft one check for the UTO collection.**
  - The check should be payable to **"United Thank Offering/ECW"** and sent to:  
**UTO Coordinator**  
**Episcopal Church Women**  
**St. James Commons**  
**65 E. Huron Street, Chicago 60611**
  - A letter of thanks, acknowledging the offering, will be sent to your treasurer.
- 5) You may wish to have the UTO collection blessed with a special prayer of thankfulness during the offertory. Or you may choose the UTO prayer:

*"Heavenly Father, source of all creation, all love, all true joy, accept we pray these outward signs of our profound and continuing thankfulness for all of life. Bless those who will benefit from these gifts through the outreach of the United Thank Offering; and keep each of us ever thankful for all the blessings of joy and challenge that come our way; through him who is the greatest gift and blessing of all, Jesus Christ our Lord and Savior. Amen."*
- 6) Thank your parish for supporting the UTO.

## Promote your UTO ingathering

This is a sample of text you may use for your worship bulletins and monthly newsletters. Highlighted areas need to be adapted to your parish's needs.

*We will celebrate the occasion of our annual United Thank Offering (UTO) **Spring** Ingathering at our services **(dates)**. The UTO is our way of sharing God's bounty with others whose needs are greater than our own. The UTO is our opportunity to tangibly acknowledge our daily prayerfulness and gratitude. Our offering is made in thanksgiving for all God's blessings bestowed upon each of us daily.*

*This outward and visible display is not only a joyful expression of our witness for God, but also a way for each of us to support the varied ministries sustained by UTO grants. These grants represent 100% of our contributions. The UTO unites parish, diocese, national church and international community in a common bond of world-wide outreach.*

*We join to share our offerings of love in thanksgiving on this special **Sunday**. **We are enclosing for your convenience a UTO blue envelope to use on that day.** Thank you in advance for your support.*

## Involve your church members.

- Please encourage each household in your church to have and use a UTO box throughout the entire year. By placing coins in the box daily, along with a prayer of thanks, the coins become an outward and visible sign of thanks to God for all our blessings - change changing lives.

Any container will do, it just needs to be one that is set aside just for thank offerings. Kids can make banks from jars or plastic bottles or as a special project for children, paint-your-own ceramic bank. ([www.orientaltrading.com](http://www.orientaltrading.com)) This can be a fun kids' project or an intergenerational one. You can even make it a contest. Something to consider before UTO Sunday to get people excited!



- If you do not have a supply of UTO envelopes, children can be invited to help prepare alternative envelopes – they can put blue dots or stamps on white envelopes, draw pictures of what they are thankful for, or just write “UTO” with blue crayons or markers.

**Help us keep in touch.** We would like to keep our records as current as possible – so please include the coordinator's name, address, phone number and email address when you forward your church donation. This is especially important if you have recently changed coordinators. You may also email contact information to the diocesan coordinator – [UTO@ecwchicago.org](mailto:UTO@ecwchicago.org). The coordinator is available as a resource person for you.

Please see the United Thank Offering website for more information:  
[www.episcopalchurch.org/page/united-thank-offering](http://www.episcopalchurch.org/page/united-thank-offering)

Thank you for participating in the United Thank Offering program!

Helen Mensing  
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Diocesan Coordinator

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