

REMITTANCE OF FUNDS

1. Since your church has made a commitment to the Southeast Conference UCC “**TRANSFORMING CHURCHES - TRANSFORMING LIVES**” Campaign in accordance with a decision of the Board/Council, it will probably be payable over a period of five years.

You will find it helpful to establish a separate account for the Southeast Conference UCC “**TRANSFORMING CHURCHES - TRANSFORMING LIVES**” Campaign. Those funds should be kept separate from current operating funds.

2. Encourage your members to remit payments in your regular offering envelopes. Separate checks payable to your church and designated for the Southeast Conference UCC “**TRANSFORMING CHURCHES - TRANSFORMING LIVES**” Campaign should be used for payments.

3. Once payments on individual pledges start to be received, or in some few instances where a budget item has been established, periodic payments should be made using your church's check (do not send individual pledger's checks). It is recommended that payments be made on a monthly, or at least a quarterly basis.

Your congregation will be sent a "reminder notice" based on the terms you indicated on your Declaration of Commitment Form. Checks should be made payable to **Southeast Conference UCC Campaign** and mailed to:

**Southeast Conference UCC
Campaign Office
1330 West Peachtree Street NW
Suite 350
Atlanta, GA 30309**

4. Certain pledges made by individual members of congregations may occasionally be made directly to the Southeast Conference. If any such pledges are made by members of your congregation, the Conference will inform you. The church will not be responsible for collecting these pledges.

**IF YOU NEED MORE INFORMATION, PLEASE CALL DEBBIE SPEARMAN
AT THE CONFERENCE OFFICE AT (800) 903-1535, or email her
at campaign@secucc.org**

