**Suggested Schedule for Giving Statements**

**(Delivered, Mailed, Email)**

**January**

* Previous Year Summary Statement
* Year-End Thank You summarizing ministry accomplished in Previous Year

**Two Weeks after Easter**

* Year to Date Giving
* Thank You with images/stories from Holy Week and Easter

**July or August**

* Year to Date Giving
* Depends in part on your school schedule
* If school starts back after Labor Day, then send statement in July with Thank You focused on some ministry happening over the summer like VBS.
* If school starts back in early August, then send statement right after school starts back with Thank You connected to youth ministry, support for schools, or faith formation

**October**

* Year to Date Giving
* Thank you focused on ministries launching in the fall
* Ideally this is sent prior to any financial stewardship emphasis

**December 1**

* Year to Date Giving
* Thank you focuses on ministries for the year or looks ahead to ministries that will be accomplished at Christmas because of generosity

**General Notes**

* Use people pictures if possible
* If pictures aren’t possible, tell specific stories of ministry accomplished (For example, “Because of your generous support, over 200 people experienced the journey of Holy Week and the Joy of Easter at Grace.” is more helpful that “Because of your generous support, we had a wonderful Easter worship service.”
* From a design standpoint, less is more and white space is good.
* On your statements, include contact information for how to ask for corrections.
* On your statements, delete any references to “Balance Due” or “Amount of Pledge Remaining”. This is a giving statement, not a bill.