



CATHOLIC FOUNDATION OF NORTHEAST KANSAS

Getting Started Steps **Your New Endowment**

When a parish, school or ministry begins their journey to establish an endowment, they should contact the professional staff at the CFNEK for guidance through the following steps.

Step 1 – Pastor, Finance Council and Pastoral Council or Board of Directors commit to the establishment of an endowment fund.

Step 2 – Pastor appoints an endowment committee.

Step 3 – Endowment committee works with Catholic Foundation of Northeast Kansas to establish endowment guidelines.

- Name trustees – 3 to 8 members, including Pastor
- Determine beneficiary – School, Parish, Cemetery maintenance, Scholarships, etc.
- Investment allocation.
 - Elect equity/fixed income ratio
- Meeting Dates
- Distribution policy (minimum balance before distributions begin)

Step 4 – Initial Deposit is made to fund (minimum initial deposit is \$5,000).

Step 5 – Establish and commit to an ongoing plan to continue funding of the Endowment.

Suggestions:

- All proceeds from funerals go to endowment (friends and family of deceased thanked in following week's bulletin for supporting endowment)
- All proceeds from weddings and baptisms go toward endowment (friends and family thanked in following week's bulletin)
- Percentage of major annual fund raiser goes to endowment (fall festival, auction, 5K run, etc.)
- One percent of annual offertory goes into endowment
- Fee per student or family used to fund school endowment (\$25-50)

Step 6 – Establishment of endowment fund is announced to parish community.

- Bulletin Announcement
- Pulpit Announcement
- Parish Newsletter Article