

# **Church Periodical Club Handbook**

(updated 2003)

The Church Periodical Club invites you to participate as Christians Proclaiming Christ through the world-wide Ministry of the Printed Word.

This Handbook is designed to inform you of the purposes, procedures and projects of the Church Periodical Club and to offer suggestions for carrying out its ministry.

## **The Church Periodical Club Prayer**

### **Prayer**

Bless O Lord, The Church Periodical Club, that it may be an instrument for the spread of your Word throughout the world. Grant to its officers wisdom and patience, to its members perseverance and the spirit of sharing that asks no return. Bring more to take part in its mission and ministry. Bless our gifts and those who receive them, to the enrichment of individual lives, that we all may be servants of the risen Lord. Amen.

Dear Heavenly Father,

We ask for your continuing guidance for The Church Periodical Club.

Help us all to know your will in this ministry of the printed word.

Help us all to see where there is need and to fill this need in the spirit of Christian People Caring, remembering always that our Lord Jesus Christ came not to be served but to serve.

Make us aware: Help us to hear the voices of word-hungry people in your world, and to respond.

This we ask in the name of your son, Jesus Christ. Amen.

## **Our Mission Statement**

The Church Periodical Club is an independent, affiliated organization of the Executive Council of the Episcopal Church, dedicated to the worldwide Ministry of the Printed Word and to the Promotion of Christian Mission. It is the only organization in the Episcopal Church dedicated solely to providing free literature and related materials, both religious and secular, to people all over the world who need and request them and who have no other source for obtaining them. Prayer Books, books for seminarians, educational materials,

medical textbooks, agricultural manuals and books for those in local and global mission are some of the publications The Church Periodical Club supplies.

The Church Periodical Club operates at all levels of the Church - national, provincial, diocesan and parish. The goal is to make the CPC program a concern of the whole Church. That goal includes having an active and enthusiastic CPC representative in every parish and diocese.

The Church Periodical Club is funded by voluntary contributions from all levels of the Church by people in the pews. CPC is supported by the prayerful concern, time, talents, labor and money of those who believe in the Ministry of the Printed Word.

## **History**

The Church Periodical Club was founded in 1888 by Mary Ann Fargo and a small group of women in the Parish Church of the Holy Communion in New York City. They began by sending bundles of church periodicals, prayer books, and Bibles via the Wells Fargo Stage Coach Line to clergy and laity, missionaries and Indians in the Dakotas, and the "far west". Much of the early growth of the Church Periodical Club was due to the fostering care of the Women's Auxiliary, now known as the Episcopal Church Women. This close relationship has continued through the years. By 1892, the Church Periodical Club was active in 48 dioceses providing many kinds of printed materials and a national office was established. In 1920, the national church recognized the Church Periodical Club's great missionary work and it became a cooperating agency.

In the 1940's, the National Books Fund Committee was established to meet the needs of the rapidly growing book needs of the many overseas mission programs.

Since 1970, the Church Periodical Club has been a self-supporting affiliated organization of the Episcopal Church with its office located in the Church Center in New York City.

As an independent organization affiliated with the Episcopal Church, the Church Periodical Club relies on its volunteers, clergy, and friends to promote its Ministry of the Printed Word.

The commitment to supply theological and educational texts, audio and video tapes, and computer software has continued for over 100 years to promote religious and secular needs throughout the Anglican Communion. From the number of grant applications submitted each year to the Church Periodical Club National Books Fund and to the Miles of Pennies Fund, The Church Periodical Club is answering the needs of a worldwide ministry.

Each year a Sunday is designated as Church Periodical Club Sunday by the Presiding Bishop. Churches are asked to include special prayers for the Church Periodical Club ministry and an offering is taken for the support of the Church Periodical Club National Books Fund.

The Miles of Pennies Fund was established in 1988 on the 100th anniversary of The Church Periodical Club. The Miles of Pennies Fund Committee awarded its first grants in 1991. The maximum grant given by Miles of Pennies is \$844.80 which represents one mile of pennies. The grants serve the needs of children from kindergarten through high school wherever there is a need.

The National president wears a gold nugget, a gift from an Alaskan miner who appreciated the magazines he had received from the Church Periodical Club. The nugget hangs from a pin bearing the Church Periodical Club shield, made by Tiffany and Company, New York City.

## **Organization**

Members are Christians Proclaiming Christ who support the mission of the Church Periodical Club. Annual dues are \$20.00 which includes a subscription to the newsletter.

Life Members make a one time contribution of \$250.00 to the CPC Endowment Fund. They receive the newsletter and other pertinent communications from the organization.

Parish Life Members are parishes who make a one-time contribution of \$300.00. They receive the Church Periodical Club Newsletter and news updates from the National CPC office in New York City.

The Parish Representative is a key person in the success of CPC's mission. The parish may initiate its own CPC projects for local and parish needs. In addition, it financially supports diocesan, provincial and national projects. Each parish reports its CPC outreach to the Diocesan CPC Director.

The Diocesan Director is the liaison with the parishes, the provincial and national organizations. The Diocesan Director promotes CPC throughout the diocese, trains and assists parish representatives and initiates CPC projects within the diocese. That person may be appointed or elected in accordance with the bylaws or custom, with the Bishop's approval, and often serves on the diocesan ECW board.

The Provincial Representatives serve as communicators, trainers and resource persons for the diocesan directors within the provinces. They act as liaisons with directors and the national organization, and serve on the National Church Periodical Club Executive Board. The provincial representatives may have a provincial board and initiate projects.

The National Executive Board is composed of the elected officers: president, vice president, secretary, treasurer, chairman of the National Books Fund, chairman of The Miles of Pennies Fund, and the provincial representatives. The National Executive Board meets annually to carry out the policies adopted at the Church Periodical Club Triennial meetings. The board determines all policies, procedures, personnel, and salaries for the national administrative office, and plans the Triennial Meeting of The Church Periodical Club.

The Triennial Meeting of The Church Periodical Club is the enabling body which elects officers, legislates, determines policies and receives reports. One delegate from each diocese (usually the Diocesan Director) and the members of the Executive Board make up the voting body.

## **The National Office**

The National Office of the Church Periodical Club is located in the Episcopal Church Center and serves as the clearing house and resource center for all CPC activities. The organization may be addressed as follows:

The Church Periodical Club

Administrator: Ms. Pamela Stewart

815 Second Avenue

New York, NY 10017-4594

or

(800)334 7626 ext 6130

FAX (212) 867-0395

E-mail [cpc@episcopalchurch.org](mailto:cpc@episcopalchurch.org)

WEB page [www.churchperiodicalclub.org](http://www.churchperiodicalclub.org)

The Administrator carries out the work of the national office under the direction of the president and the executive committee.

The functions of the National office:

1. receives and disburses funds;
2. keeps all national records;
3. furnishes information to all representatives;
4. is responsible for producing and distributing interpretive materials to all levels of the organization;
5. carries out the business of the executive board and its committees;

6. maintains liaison with the appropriate personnel and departments of the Executive Council of the Episcopal Church.

## **National Funds**

The National Books Fund is made up of donations received from individuals, parishes, dioceses and provinces and from collections on Church Periodical Club Sunday. All Church Periodical Club organizations are encouraged to make regular contributions and to sponsor specific requests. The National Books Fund Committee determines the allocations of the funds not earmarked specifically for designated requests. There is a National Books Fund Endowment Fund, the income from which is transferred into the account to grant requests when needed.

The Miles of Pennies Fund was established in 1988 as a celebration of the Church Periodical Club's 100<sup>th</sup> year. It has been very successful in providing books, workbooks, training manuals, audio-visual materials, and computer software for children from kindergarten through high school. A Mile of Pennies (\$844.80) is the maximum amount that may be allocated for a grant each year.

Separate applications may be awarded for only two consecutive years. The applicant must be affiliated with the Anglican Communion, present a description of the program, or project chosen, and its relationship to the church or community, including the approximate number and ages of the children involved. Applications may be obtained from the parish Church Periodical Club representative, the diocesan director, or from the Church Periodical Club national office in New York City.

The Administrative Fund receives annual voluntary contributions from bishops, ECW's and other dedicated people. It is given to benefit the operating expenses of the national office.

The Endowment Fund was created as a memorial to the founder of The Church Periodical Club, Mary Ann Fargo, by her husband, Mortimer Fargo. Over the years additional bequests and gifts have been added to the principal. The interest is used for national administrative expenses.

The Book of Remembrance was founded by Julia Godsey, Janice Cook and Eleanor Smith to honor persons living or dead. On receiving a contribution so designated, the name is inscribed for posterity and the contribution is placed into the Endowment Fund.

The MARY E. THOMAS FUND was created as a memorial to one of CPC's early workers. The income from this fund is added to the National Books Fund and is designated for the purchase of books to be used in the mission field.

The General Fund holds all money not specifically designated. Depending on its availability, it can be used for administration or for grants as needed.

## **Provincial, Diocesan and Parish Funds**

Not all funds are collected and disbursed at the national level.

There are funds from voluntary contributions which are collected, reported and disbursed at the parish, diocesan, provincial and national levels with special attention to planning a balanced program between local and global needs.

## **National Books Fund Committee**

The National Books Fund Committee (NBF) reviews and studies grant requests from throughout the Anglican Communion. The committee is composed of the elected chairman and the provincial representatives plus not more than three sub-committee chairmen appointed by the chairman and approved by the Executive Board. The committee meets at least once each year.

Information on the requests is mailed to all the board members, committee members, diocesan directors, bishops, Life members and Parish Life members. Most grants are open for sponsorship by provinces, dioceses, parishes, and individuals. Additional information is available from the New York office administrator, the NBF Chairman or at the granting meeting. The National Seminarian scholarships and periodical requests are handled by sub-committee chairmen.

After each committee granting session a list and information about the grants are published in the Quarterly newsletter.

## **The Church Periodical Club Magazine**

Currently titled The CPC Quarterly, the newsletter was originally the Quarterly Report of the National Books Fund Committee of the Church Periodical Club. It is published four times each year and distributed by mail to members of the National Board, Diocesan Directors, CPC Life Members, Bishops of the Episcopal Church, and members of the Church Periodical Club.

Parishes, dioceses, and provinces should contribute news items for the magazine. Sharing information is an important means of creating enthusiasm for the work of the Church Periodical Club.

## **Church Periodical Club Sunday**

Church Periodical Club Sunday is a vital way to present the unique Ministry of the Printed Word as a concern of the entire church. Each year the Presiding Bishop designates one Sunday in the year for the observance of the work of spreading the Christian message through the Printed Word, i.e. Bibles, Prayer Books, Hymnals, Sunday school literature and allied programs, such as Alpha, or Education for Ministry, etc.

Parish kits outlining how to proceed with a CPC Sunday are sent to Diocesan Directors early in the year. The directors are responsible for circulating the kits to the parishes. Supplies may be ordered from the national office.

It is important that the parish CPC representative meet with the rector of the parish soon after the new year to select a date that fits into the parish calendar and is designated as "CPC Sunday".

It is important that the CPC prayer and/or Litany be used at all services. The priest or parish representative should take special time to explain the mission of providing printed and related materials free to people all over the world who cannot otherwise obtain them. The offering that is collected on Church Periodical Club Sunday is customarily used only for the support of the National Books Fund. Checks should be marked for "Church Periodical Club Sunday".

Following CPC Sunday the parish representative should express appreciation to the congregation for their participation.

## **Projects**

Books and related materials may be collected or purchased for schools, libraries, remedial and adult education classes, seminarians, prisoners, seafarers, large print for the vision-impaired, and material for the deaf and blind.

Subscriptions to newspapers, magazines, professional journals, church periodicals, are sent in answer to requests by institutions, faculty members, priests, seminarians, and missionaries. Contributions should be designated for subscriptions and sent to the National Books Fund.

Recycling used material such as newspapers, magazines, professional journals, church school materials, Bibles, and Prayer Books, is a popular project. Readers Digest, National Geographic, and Southern Living magazines, in good condition, are especially enjoyed. Mailing and shipping guides should be checked prior to preparing a package, especially if they are going out of the country.

## **Fund Raising**

The Church Periodical Club obtains money for administration and projects by the following means, usually in combination.

1. Budget Allotments are often included in Church Periodical Club and ECW budgets on a percentage basis. Diocesan directors may send pledge sheets to all their parishes.
2. Special Collections, such as Church Periodical Club Sunday, bring money to the National Books Fund, and possibly Miles of Pennies coin canisters are used for Miles of Pennies. At special events money could be collected for a Church Periodical Club project,
3. On-Going Collections can be made available with the coin cards or boxes left in the tract racks or on a table at meetings, Traditionally these collections are contributed to the National Books Fund, unless it is specifically stated it will be for the Miles of Pennies.
4. The Mission Shop offers crafts and other handmade items for resale from missions around the world. This is a major commitment providing a substantial source of income. Contact the national office for information.
5. Special Sales, such as crafts, baked goods, stationery, white elephants, auctions, and book fairs, are suggestions that have worked.
6. Parties with a theme can be related to a project. They could be card parties, luncheons, dinners, teas, or perhaps a tasting bee. Be creative!
7. Benefits, such as house tours, theater or concert afternoons or evenings, sightseeing trips are successful fund raisers.
8. Performances with local talent. It could be a puppet show, a musical evening or a play.
9. "Bring a Book, Buy a Book" Sale works well in parishes at coffee hours and other times when people are gathered. Parishioners are asked to bring books they have read, then they buy those others have read.
10. Explore other ideas. Be creative!

## **Church Periodical Club in the Parish, In the Diocese, In the Province**

The following guidelines should be adapted to the needs of parish, diocese or province. Specific topics have been covered elsewhere in this handbook. This section deals mainly with organization.

Above all, in order to accomplish the mission of the Church Periodical Club these goals must be pursued:

### **Goals:**

- ▶ A representative in every Parish
- ▶ A director in every Diocese

- A representative in every Province
- A Church Periodical Club Sunday observance in every Parish
- Have projects at every level
- Increase the commitment to the National Books Fund and the Miles of Pennies

## **In the Parish**

The Diocesan Director is the primary source of ideas for strategies in the parish. Here are some other sources for information.

1. Training sessions and materials provided by diocesan director
2. Materials from predecessor
3. Rector, ECW, parishioners for support
4. Subscription to the Church Periodical Club newsletter
5. Promotional material for Church Periodical Club Sunday
6. Supplies available through the national office
7. This handbook

## **Promotion**

Communication is the key to good promotion. Details on Church Periodical Club Sunday may be obtained from the Diocesan Director, but observance in the parish must always be done after consulting with the rector. There may be a conflicting schedule for that day. Details on preparing for the observance can be found elsewhere in the Handbook.

Continue to promote the work of the Church Periodical Club through:

1. Ongoing projects that meet local and global needs;
2. News in the parish bulletin or newsletter;
3. A report at ECW and other meetings;
4. Brochures in the Narthex at all times;
5. Telling others in conversation.

## **Project Planning**

Select meaningful projects both local and global preferably of two kinds:

### **Projects that do not need money:**

1. Used books, magazines, games;
2. Cancelled stamps;
3. Recycling materials that can be sold to help finance other projects.

### **Projects that require financing:**

1. Subscriptions to periodicals;
2. National Books Fund projects (not Church Periodical Club Sunday observance);
3. Special projects for Advent and Lent;

### **Planning for success:**

1. Enlist cooperation of clergy, parish groups and individuals;
2. Publicize;
3. Tie in with diocesan, provincial and national projects;
4. Refer to project information in this Handbook.

### **Complete projects:**

1. Fund raising projects follow guidelines in the Handbook;
2. Complete delivery of materials to recipient;
3. Report project to Diocesan Director;
  1. dollar amounts received and spent
  2. in-kind quantities (IRS wants to know)

## **Records**

### **Financial Reports and Fund Raising: (refer to Handbook)**

Mark all checks "for Church Periodical Club" on the memo line for diocesan, provincial and national project and try to indicate its purpose. When leaving office promptly turn over files to the successor.

**The Church Periodical Club IS DEPENDING ON EACH PARISH TO SUPPORT THE CPC MISSION SPIRITUALLY AND FINANCIALLY.**

### **In the Diocese**

The Diocesan Director is the most important team member of the Church Periodical Club organization. The director may be appointed by the bishop or diocesan council, or appointed or elected by the diocesan ECW. Accountability is to the bishop and diocesan council and/or the diocesan ECW, and indirectly to the national organization through the provincial representative. The term of office should be at least three years coinciding with Triennial or until a successor is chosen.

As a delegate to the National Triennial meeting, the director votes on policy and action legislation and for the officers to the national executive board. The provincial representatives to the national executive board are chosen within their province.

The Director is responsible for the expenses of the national office and the national organization. Another prime responsibility is raising funds for grants for the National Books Fund and the Miles of Pennies Fund.

As a voting member of the Province, the Director is responsible for its governance. The Director is expected to participate on committees, attend meetings, and assist with projects and raising funds.

### **Responsibilities at the Diocesan Level:**

It is important to develop a support group of dedicated people.

Invite those with specific talents in various areas such as training, communications, finance, fund-raising, project planning, public speaking, etc. Administration volunteers such as an assistant director, secretary and treasurer may be needed. Committees with chairmen that sit on the board may be created as needed to assist in the following:

1. Recruiting, instructing and motivating parish, regional and diocesan Church Periodical Club workers;
2. Researching, planning and executing Church Periodical Club projects and programs;
3. Promoting growth and development of Church Periodical Club units in and with the help of the parish, church members and the diocese;
4. Developing fund-raising and financing for administration and ministry at the diocesan, provincial and national levels;
5. Creating and maintaining visibility and understanding of the Church Periodical Club's mission;
6. Building cooperation with the bishop, diocesan council, parish clergy, ECW, UTO, etc.
7. Linking the organization's services with other diocesan committees and commissions;
8. Reporting formally, at least annually, to the bishop, diocesan council, diocesan convention, ECW annual meeting, the provincial representative, the national president and the national office.

To carry out these responsibilities the Diocesan Director should:

1. Contact key people, after accepting office. These include the bishop, parish clergy and the diocesan ECW. Make an appointment with each to discuss how the Church Periodical Club's mission can augment Christian outreach in the diocese.
2. Inform the provincial representative, the national president and the national office of the election and appointments. Be sure to include name, address, telephone, fax and e-mail addresses if appropriate;
3. Meet with the predecessor, if possible, to receive the past records and ask for any information that can be shared on an informal basis. Meet with the provincial representative or with a director of a nearby diocese within the province.
4. Plan to attend Church Periodical Club meetings and training sessions.
5. Study the material in the Church Periodical Club Handbook and the national and diocesan publications. If this material has not been passed on, request copies from the national office:
  1. sources of income;
  2. method of disbursement;
  3. parish activity for Church Periodical Club;
  4. ongoing diocesan projects;
  5. current learning and training opportunities;
  6. viable networking and communicating.
6. Determine the financial structure of the diocese:
  1. sources of income;
  2. method of disbursement;
  3. parish activity for the Church Periodical Club;
  4. ongoing diocesan projects;
  5. current learning and training activities;
  6. viable networking and communicating.
7. Handle Church Periodical Club funds:
  1. open or update the Church Periodical Club diocesan bank account with another person such as treasurer with one or two signatures required;
  2. keep accurate records of income and disbursements;
  3. handle receipts and disbursements in accordance with national guidelines;
  4. acknowledge donations and deposit promptly;
  5. have books audited on a regular basis.
8. Establish an active instructed Church Periodical Club person in every parish.
  1. continue ongoing training and updating sessions;

2. assist in the development of parish projects;
  3. maintain accurate lists;
  4. notify when new material and supplies are available;
  5. communicate regularly with parish clergy;
  6. prepare at least two newsletters a year;
  7. set deadlines and encourage amounts for donations.
9. Maintain a record file to be passed on, containing copies of:
1. reports properly dated given to the diocese, province, national, ECW, etc.
  2. pertinent correspondence;
  3. minutes including those of cooperating organizations
  4. current rosters of parish, diocese, province, national and clergy personnel;
  5. current national promotional material including this handbook;
  6. the Church Periodical Club newsletter;
  7. the diocesan financial report.
10. Together with the Church Periodical Club team, the bishop, missions department, and/or the diocesan council and ECW develop and update goals for this ministry in the diocese:
1. targeting ongoing and new projects and missions;
  2. enlisting financial support for the province;
  3. supporting the national programs:
    - National Books Fund;
    - Miles of Pennies Fund;
    - Administration;
  4. encouraging attendance at provincial, regional and national conferences and meetings;  
remember to provide a basket of candy as an "CPC Energy Lift" during the meeting!
11. Prepare releases for diocesan and national newsletters:
1. projects;
  2. human interest stories;
  3. effective fund-raisers;
  4. pictures when appropriate;
  5. expand to secular media if newsworthy;
12. Other public relations activities:
1. Presentations for parish and diocesan groups;
    - i.e. speaking in connection with other meetings;
    - show Church Periodical Club slides, videos, displays,
    - organize a mission shop;
    - "Energy Lift" baskets;
    - Provide a special jar for "Miles of Pennies Fund" collection.

- encourage membership in the Church Periodical Club.
- c. represent Church Periodical Club as much as possible in the community as well.

Maintain a calendar of Church Periodical Club activities including Church Periodical Club Sunday, provincial and national meetings;

Be creative, imaginative and flexible in searching out projects, fund-raisers, publicity and financial support.

## **In the Province**

1. Upon accepting office, notify provincial bishops, the national president and the national office.
2. Confer with the predecessor about information, procedures and files.
3. Provide support with a vice chairman, treasurer and secretary
4. Maintain contact with the provincial ECW president and enlist support of the diocesan ECW presidents.
5. Ask for support at Synod and request financial support for a specific project.
6. Invite previous diocesan directors and friends of the Church Periodical Club to become members-at-large of the Provincial Board with voice but no vote. This may take a bylaw amendment.
7. A Director in every diocese:
  1. Vacancies should be filled in accordance with diocesan bylaws;
  2. In talking with the enabling person, bishop, ECW president, etc. stress the following profile:
    - allow adequate time;
    - consider fund raising;
    - use communication skills to get the organization's purpose as vital to all mission work.
  3. Train the new director and update the others through discussion workshops, seminars, retreats written material
8. Communicate by letter at least twice a year with the diocesan directors, bishops and members-at-large. Include news, information, important dates, and messages of encouragement and inspiration. Request written reports of diocesan Church Periodical Club activities. Make occasional telephone calls and/or arrange visits to each diocese.
9. Distribute to each diocesan director the diocesan report forms received from the national president. When the reports are returned to you, send one copy to the national office and one to the national president.

10. Plan and preside at an annual provincial Church Periodical Club meeting. Allow time at the meeting for diocesan directors' reports, questions and discussion. Large provinces could be divided into regions for the meeting.
11. Forward provincial news to the editor of the Quarterly newsletter for each issue.
12. Promote the Church Periodical Club by seeking invitations to be a speaker, do a workshop at provincial and diocesan meetings.
13. Attend the annual meeting of the national executive board. Accept whatever responsibilities may be assigned to you by the national president such as chairing a committee to accomplish tasks adopted by the executive board.
14. Attend meetings of the National Books Fund Committee and respond as needed to written requests from the chairman.
15. Attend the Church Periodical Club Triennial.

### **Promoting Visibility**

The success of the mission depends on a good public profile. Communication and promotion will sharpen and give substance to the Church Periodical Club image and will increase understanding and enthusiasm for the organization's goals and objectives. Following are suggestions to help tell the story of the mission services that make a critical difference.



The Church Periodical Club banner was commissioned in 2006 during General Convention in Columbus. It was designed by Sarah Brogdon, is 24 by 40 inches and is in the CPC true red felt and white. The banner is available for purchase completed, by kit or by pattern. A portion of the proceeds from the sale is returned to CPC. For details about ordering call Fashions by Sarah toll free 877-240-6651, by electronic mail [fashions@csj.net](mailto:fashions@csj.net) or at [fashionsbysarah.com](http://fashionsbysarah.com).

**The CPC WEB PAGE is at [www.churchperiodicalclub.org](http://www.churchperiodicalclub.org)**

### **Public Relations**

1. Talk to individuals, This is a most valuable tool.
2. Involve the clergy individually and as a group, from parish priest to bishop.
3. Speak to other church groups citing specific projects and needs.
4. Send a brochure to anyone expressing interest.

5. Follow up on all signs of interest.

### **Interpretive Material**

1. **There are interpretive materials available from the national office sold at cost:**
  1. **pamphlets to arouse interest;**
  2. **a folder on the National Books Fund;**
  3. **material on the Miles of Pennies Fund;**
  4. **the Handbook;**

### **Materials for Individual Use:**

1. **stationery;**
2. **postcards;**
3. **seals;**
4. **correspondence cards;**

### **Bookplate:**

**Use the Church Periodical Club bookplate in every memorial book given as a lasting reminder of the CPC ministry. Bookplates are available through the national office.**

### **Displays**

**The emphasis is on imagination. Make and take displays to meetings, coffee hours, workshops and diocesan conventions to attract attention and stimulate interest. Consider banners and wall hangings.**

### **Banner**

**The Church Periodical Club banner was commissioned in 2006 during General Convention in Columbus. It was designed by Sarah Brogdon, is 24 by 40 inches and is in the CPC true red felt and white. The banner is available for purchase completed, by kit or by pattern. A portion of the proceeds from the sale is returned to CPC. For details about ordering call Fashions by Sarah toll free 877-240-6651, by electronic mail [fashions@csj.net](mailto:fashions@csj.net) or at [fashionsbysarah.com](http://fashionsbysarah.com).**

## **Energy Lift**

**Candy is distributed to the desks of deputies and delegates at General Convention every three years. It is an offering from CPC for a boost of energy and an opportunity to remind the church at large of the Ministry of the Printed Word.**

**This candy giveaway can be used at home, too. Take an Energy Lift Basket with candy to any meeting you attend. Don't ask for money, but don't refuse any that's offered. The Energy Lift is a gift.**

## **Talks**

- 1. Prepare a talk about the Church Periodical Club's unique ministry. Include examples of projects both local and global. Ask for support.**
- 2. Ask for opportunities to speak at groups large and small.**
- 3. Offer a workshop for other church groups like the ECW.**
- 4. Ask to report at annual meetings of the parish, ECW, vestry at all levels.**

## **Press**

**Contribute regularly or as appropriate to:**

- 1. parish newsletter or bulletin;**
- 2. diocesan and deanery publications;**
- 3. the Church Periodical Club newsletter;**
- 4. national church publications for outstanding projects;**
- 5. commercial press for newsworthy items.**

## **Financial Records**

**Careful records should be kept of income and disbursements for each fiscal year and for each project. The Church Periodical Club fiscal year is the calendar year, January 1 through December 31.**

**It is wise to have a second name on the bank account in case of an emergency. It should be someone knowledgeable about the Church Periodical Club and its affairs. The following suggested headings should be adapted to the level being recorded.**

| INCOME                       | DISBURSEMENTS        |
|------------------------------|----------------------|
| No./Date/To/Amount           | Date/From/Amount/Ck. |
| For National                 | For National         |
| Gen./Fund/Admin./NBF         | Gen./Fund/Admin./NBF |
| For Province                 | For Province         |
| Projects/Admin.              | Projects/Admin.      |
| For Diocese                  | For Diocese          |
| Projects/Admin.              | Projects/Admin.      |
| For Parish                   | For Parish           |
| Undesignated/Projects/Admin. | Projects/Admin.      |

**Undesignated includes travel, postage and supplies.**

**Keep a separate sheet for each project showing:**

| Date | Item | Receipts | Disbursements | Balance |
|------|------|----------|---------------|---------|
|------|------|----------|---------------|---------|

**Keep a file of donors to projects. Acknowledge promptly, specifically noting any designation. If the donation is for a national Church Periodical Club project send the name and address of the person or the donor and the designation along with the check and a copy of the acknowledgement letter to the National Office.**

**Keep a file copy of all correspondence with the National Office as it will not furnish a copy of its records for the various levels of administration.**

**Guideline Questions for Annual Reports:**

**The Annual Report forms are prepared at the National Board level and distributed through the provincial representatives and diocesan directors. Questions may vary from year to year. Listed below are some of the main concerns:**

**At the parish level:**

- 1. Observance of Church Periodical Club Sunday;**
- 2. Amount collected for the National Books Fund;**
- 3. Amount collected for Miles of Pennies Fund;**
- 4. How transmitted. (Diocese or National);**
- 5. Other monies raised and how spent;**
- 6. Other non-financial activities and projects.**

**At the diocesan level:**

- 1. Number of parishes/missions in the diocese;**
- 2. Number with representatives and their involvement;**
- 3. Number observing Church Periodical Club Sunday and amount collected for the National Books Fund;**
- 4. Number and amount involved in the Miles of Pennies Fund;**
- 5. Non-financial or special projects;**
- 6. Training activities.**
- 7. The financial reporting is critical as the Internal Revenue Service bases its evaluation of not-for-profit organizations on the percentage spent on the purpose of the organization. Furthermore, it allows the board to see how much money is going through all Church Periodical Club pipelines during the year.**