

Sample Thank You Plan

General Giving Thank You Plan

Thanksgiving Moment in worship that highlights a ministry and says “thanks”	Weekly
Thank you and invitation to come again in response to every first time gift	Weekly
Article in newsletter that highlights a ministry and connects it to giving	Monthly
Letter with giving record that highlights a ministry and says “thanks”	Quarterly
Pastor writes personal note on each year-end giving statement	Annual
Thank you note from Financial Secretary confirming each pledge received	Annual
Thank you note sent whenever household signs up for online giving	Ongoing

Memorial Gift Thank You Plan

Thank You letter sent within one week in response to every gift received	Ongoing
List of gifts received to family of deceased	Monthly

Special Gifts for Congregational Ministry Thank You Plan

Special thank you letter sent for any gift of \$100 or more (within one week)	Ongoing
All gifts included in giving record	Quarterly
Record of donors names given to person responsible for ministry area	Monthly

Special Gifts for Ministry beyond Congregation Thank You Plan

Necessary information for ministry to send thank you letter sent	Monthly
If payment is to the congregation, include in giving record	Quarterly

Gifts to Congregation’s Endowment Fund Thank You Plan

Thank You letter sent within one week in response to every gift received	Ongoing
Acknowledge gift publically consistent with pre-determined plan	Ongoing

Online Gifts (through website) Thank You Plan

Automatic email thank you sent for every gift received	Ongoing
Thank you note sent for every gift over \$100	Ongoing

Gifts of Time and Talents Thank You Plan

Pastor writes 5 thank you notes per week to significant contributors of T & T	Ongoing
Volunteers write thank you notes acknowledging gifts of time and talents to congregation and community	Ongoing