

LEHIGH PRESBYTERY

710 N. Cedar Crest Boulevard ~ Allentown, PA 18104-3494

REMITTANCE FORM FOR MISSION GIVING and PER CAPITA PAYMENTS

CHURCH: _____ CITY: _____

DATE: _____ PIN #: _____ NAME OF PREPARER: _____

PREPARER'S PHONE: _____ EMAIL: _____

PREPARER'S Position: Church Treasurer Office/Financial Administrator Other: _____

DISTRIBUTION OF FUNDS (Instructions on back):

A. Basic (Pledged) Mission Support\$ _____

Indicate how your session wishes these funds to be distributed (*should match your Annual Pledge*):

Unified Mission Support (*Unless noted below, all Unified Mission will go to Shared Mission funds*)

Presbytery Recommended Formula: 60% Lehigh Presbytery; 35% General Assembly; 5% Synod

Session Designated Mission Support

Lehigh Presbytery Mission	\$ _____	___ Shared	___ Directed (Complete box below)
General Assembly Mission	\$ _____	___ Shared	___ Directed (Complete box below)
Synod of the Trinity Mission	\$ _____	___ Shared	___ Directed (Complete box below)

•Directed Mission Support: Complete if any of the Basic Mission Support is to be used for a specific mission project or care team. *Please list each project individually – continue on back if more room is needed.*

<u>Circle One</u>	<u>Project Name</u>	<u>Project Number (if applicable)</u>	<u>Amount</u>
Presbytery – GA - Synod	_____	_____	\$ _____
Presbytery – GA - Synod	_____	_____	\$ _____
Presbytery – GA - Synod	_____	_____	\$ _____

B. Theological Education Support\$ _____

C. Special Offerings and/or Additional Giving Total\$ _____

PC (USA) One Great Hour of Sharing	\$ _____
PC (USA) Christmas Joy	\$ _____
PC (USA) Pentecost	\$ _____
Peacemaking (<i>church keeps 25% of offering</i>).....	\$ _____
Other (Presbytery-Synod-GA) _____	\$ _____
Other (Presbytery-Synod-GA) _____	\$ _____
Other (Presbytery-Synod-GA) _____	\$ _____
Other (Presbytery-Synod-GA) _____	\$ _____

D. PER CAPITA Payment\$ _____

TOTAL Amount of Check (A+B+C+D) (please include this form with your check) \$ _____

LEHIGH PRESBYTERY

710 N. Cedar Crest Boulevard ~ Allentown, PA 18104-3494

Directed Mission Support (continued):

<u>Circle One</u>	<u>Project Name</u>	<u>Project Number (if applicable)</u>	<u>Amount</u>
Presbytery – GA - Synod	_____	_____	\$ _____
Presbytery – GA - Synod	_____	_____	\$ _____
Presbytery – GA - Synod	_____	_____	\$ _____
Presbytery – GA - Synod	_____	_____	\$ _____

REMITTANCE FORM INSTRUCTIONS

The following information will help you to give us accurate remittance instructions and enable us to process your mission remittances in the way you intend.

Please complete the top portion of the remittance form. It is important to provide the name and contact information for the person responsible for this remittance in case of questions. NOTE: Letters of Mission and Per Capita receipts will be mailed to the church to the Treasurer's attention on a quarterly basis.

A. Shared/Basic (Pledged-Budgeted) Mission Support (This section should be completed to match your church's Annual Pledge) –

Enter the total amount being remitted toward basic mission support.

Complete either the Unified or Designated Mission Support section.

Unified Mission Support: your mission giving is to be distributed according to Lehigh Presbytery's recommended formula (60% to Presbytery; 35% to G.A.; 5% to Synod). Unless noted otherwise all Unified mission money will go to the Shared Mission Funds.

Designated Mission Support: enter the total amount being remitted toward your mission pledge **IF** Session has chosen to distribute differently from the unified formula. Please mark if this money will be used for shared/general missions and/or directed support. General Assembly, Synod and Lehigh Presbytery all have mission projects to which your session can direct mission support to. If any or all of the funds are to be directed, please complete that section as well.

Directed Mission Support: General Assembly, Synod and Lehigh Presbytery all have mission projects to which your session can direct mission support. Please complete the details for each project by circling if it is Presbytery, Synod or GA, the project name, project number (GA) and the amount. <http://www.presbyterianmission.org/ministries/>

B. Theological Education Support – Enter the amount being remitted for support of the Theological Education Fund.

C. Special Offerings and/or Additional Mission Giving (non-budgeted) –

1. Enter the total amount being remitted for all additional (non-budgeted) mission giving including Special Offerings.
2. Enter the amount being remitted on the corresponding line for each item. For something other than what is listed (such as Disaster Relief and Extra Commitment Opportunities), please circle if it is for Presbytery, G.A. or Synod mission and include the project/group name and number (GA), for each one. PEACEMAKING NOTE: the church keeps 25% of the offering. The remaining 75% is sent to the Presbytery and then divided as follows: 26% Presbytery; 67% GA and 7% Synod.

D. Per Capita – Enter the amount being remitted for your Per Capita payment.

Total– Enter the total amount of the check and include the check number.

MAKE CHECKS PAYABLE TO “LEHIGH PRESBYTERY” and mail with this form to: Lehigh Presbytery, 710 N. Cedar Crest Boulevard, Allentown, PA 18104-3494.

If you have any questions on this form, please contact the Presbytery office
610.391.9020 or e-mail: office@lehighpresbytery.org