

Checklist for Your Millennium Development Goals Inspiration Fund (MDGIF) Campaign

BEFORE THE MDG INSPIRATION FUND CAMPAIGN:

- ◇ Be sure you've downloaded the resources you want to use from the Episcopal Relief & Development website. Download or bookmark the Ideas and Resources for Your MDGIF Campaign page and visit it frequently to help with your preparations.
- ◇ Place an order for materials that support the Millennium Development Goals Inspiration Fund by visiting Episcopal Books and Resources (EBaR) or calling 800.903.5544. Indicate that you are calling to order materials for a MDG Inspiration Fund Campaign.
- ◇ Develop an Order of Service including MDG Inspiration Fund elements.
- ◇ Include an announcement of the MDG Inspiration Fund campaign in the church bulletin or Sunday service leaflet prior to the date of the event. Download the Bulletin Announcement to help you develop your message.
- ◇ If you choose to use Red Plate Envelopes for the collection, order them well in advance. Place them in each pew or another convenient location for the Sunday collection.
- ◇ Download and copy the MDG Inspiration Fund Bulletin Insert and include it in each church bulletin/Sunday service leaflet.
- ◇ Prepare special displays, hang copies of the Mosquito Image, and make copies of MDG Inspiration Fund Fact Sheet to distribute.
- ◇ If using the MDG Inspiration Fund PowerPoint, download the presentation onto computer and print out the accompanying script. Set up the computer and projector, and do a quick test-run to make sure there are no technical difficulties.
- ◇ Brief the rector, lay leaders, and MDGIF campaign team members on their roles for the events. Ensure they have any suggested wording for announcements and activities. Have the Special Prayers, the MDG Liturgy and our downloadable Sermons for a Good Cause on hand.

ON SUNDAY:

- ◇ Carry out planned activities, including:
 - ◇ Special announcement of the MDGIF campaign during the service
 - ◇ Interactive activities as appropriate
 - ◇ Special prayers
 - ◇ MDG liturgy
 - ◇ Sermon for a Good Cause or highlights about the MDGs
 - ◇ Announcement for a Special Collection
 - ◇ MDG Inspiration Fund PowerPoint Presentation — *to use before or during Sunday event*
 - ◇ Educational Hour/Adult Forum activities — *to use before or during Sunday event*
 - ◇ Stations of the Cross — *to use before or during Sunday event*
- ◇ Collect all gifts after the service
- ◇ Serve Bishops Blend coffee after the service

FOLLOW-UP AFTER EPISCOPAL RELIEF & DEVELOPMENT SUNDAY:

- ◇ Collect the special offering gifts as follows:
 - ◇ Every red plate envelope (if used for offering).
 - ◇ Each individual check. Please ensure all checks are made payable to Episcopal Relief & Development, and include “MDG Inspiration Fund” on the memo line.
 - ◇ Write one check from the church to account for all the cash collected, and include “MDG Inspiration Fund” on the memo line.
 - ◇ Include your church’s 0.07% commitment to the Millennium Development Goals Inspiration Fund.
- ◇ Mail the checks in a security envelope to:
Episcopal Relief & Development, PO Box 7058, Merrifield, VA 22116-7058
- ◇ Include a reminder from the pulpit or in the bulletin to pray for those who will be blessed through the MDG Inspiration Fund.

- ◇ Hold a meeting with the MDGIF campaign team to discuss what worked or what could be done differently next year. Share feedback about with Episcopal Relief & Development staff.

**Mail any comments to: Church Relations Office, Episcopal Relief & Development,
815 Second Avenue, New York, NY 10017**