

SAMPLE: MAJOR GIFTS ADVISORY COMMITTEE JOB DESCRIPTION

RESOURCE 1.15

The Major Gifts Committee serves with the chair of the Major Gifts Committee, Estelle Costanza, to oversee the process by which major gifts are requested and received for the mission of Christ Church.

The Major Gifts Committee will meet two to four times each year at meetings scheduled well in advance. The committee will review a list of 50-75 donors to the mission of Christ Church and will advise the rector (Stewardship Officer, Canon Steward, etc.) as to what next steps might be wise as relationships are built with, and requests are made of, major donor prospects. The committee will also advise as to the process by which major donor “suspects” might be moved to “prospect” status and into deeper relationship with the church.

Note: Prospects are donors with capacity and interest in the parish’s ministry and mission. Suspects are people affiliated with the church in some way who have capacity to make a major gift but lack the interest and/or involvement needed to incline such a gift.