

Example of Constitutional Resolution for Congregations with Endowment Funds

Note: Insert Congregation Name in paragraphs containing ^F1^ and ^F2^ in the text

C13.08.A(continuing resolution-insert year) . ^F1^ MISSION ENDOWMENT FUNDS COMMITTEE

a. PREAMBLE –

The members of this church have an opportunity to exemplify Christ's ministry through the establishment and use of a mission endowment fund, a memorial fund and special gifts fund. Those funds, referred to collectively as "^{F1} Mission Endowment Funds," together with the earnings thereon, will be used to assist causes which reflect the Lord's love of all people.

b. THE ^{F1} MISSION ENDOWMENT FUNDS PHILOSOPHY:

1. Jesus said it is more blessed to give than receive.
2. Giving benefits the giver more than the recipient.
3. Because people have a "built-in" need to give, the church actually ministers when it helps people give more effectively.
4. The stewardship education of accumulated, appreciated and inherited property includes gift planning. Gift planning is a service provided for members rather than a way of getting funds. Absolutely no pressure is ever needed from anyone. In gift planning, we help only those who want our assistance. As a result, they give freely.

c. OWNERSHIP OF ASSETS:

The assets of the ^{F1} MISSION ENDOWMENT FUNDS shall be owned by ^{F2} [City] , Florida, referred to herein as "LUTHERAN CHURCH."

d. PURPOSE OF THE ^{F1} MISSION ENDOWMENT FUNDS:

The funds and earnings there from shall be used in a manner to confess and proclaim Jesus Christ as the Head of the Church, God's people, called into being by the Holy Spirit. Every action and mission in the disbursement of these funds should bear witness to the Holy Scriptures as the revelation of God's sovereign will and saving grace in Jesus Christ.

e. STRUCTURE OF THE FUNDS:

1. ^{F1} Mission Endowment Fund:

The ^{F1} Mission Endowment Fund is established *in* order to receive gifts through which the donor would like to advance causes of a benevolent nature, both worldwide and locally. Because this is an endowment fund, the principal of the fund shall always be held intact, and only the *earnings therefrom* are to be expended. Those earnings shall be withdrawn at the close of each calendar year* and expended in the following manner:

* An exception to this is that when the Fund is getting started, interest should be added to the principal and allowed to accumulate until the Fund has reached \$5,000.

Up to one-fourth (1/4) for capital improvements, debt reduction or building programs of said LUTHERAN CHURCH.

Up to one-fourth (1/4) for scholarships or grants to members of said LUTHERAN CHURCH for the purpose of attending college, seminary, *nursing* or medical school; for church related camping or leadership conferences; or

such other *training which* enables members of this congregation to grow in Christian faith and service to God's people.

At least one-fourth (1/4) for outreach into the community *including, but not limited to*, grants to Florida Synod-Evangelical Lutheran Church in America supported colleges, seminaries, social service agencies, *institutions and agencies to which said LUTHERAN CHURCH relates*; to mission *congregations of Conference ^F4^*, of the Florida Synod, ELCA; and to special programs designed for those persons in our parish area who are in spiritual and/or economic need.

At least one-fourth (1/4) for missions of the Evangelical Lutheran Church in America at home and overseas, including, but not limited to, grants to the Evangelical Lutheran Church in America for new *congregational development* in North America, professional leadership *training, educational* ministries, global mission, ecumenism, evangelism, social ministries and capital *financing*.

The ^F1^ Endowment Funds Committee (herein after called the COMMITTEE) shall seek from the Congregation, on a regular basis, direction and input regarding the disbursements of the Mission Endowment Fund. Programs for support shall be recommended by the COMMITTEE and approved by the Congregation Council for funding.

2. The Memorial Fund
The COMMITTEE and the Memorial Committee shall encourage monetary gifts to the Memorial Fund, in lieu of flowers, at the death of a loved one. The committee shall consult with the family of the deceased whenever possible as to how these funds should be used.
3. Special Gifts
Special gifts will be gratefully received at any time for purposes specified by the donor. The COMMITTEE stands ready at all times to consult with the prospective donors concerning specific needs within the local church or the church at large.
Both the Memorial Fund and the Special Gifts Fund should be invested as soon as possible after being received, until such time as the funds can be expended or given to the particular cause for which they are designated. Interest from these investments shall be paid into the ^F1^ Endowment Fund.

f. STRUCTURE OF THE COMMITTEE:

1. Membership see constitution C13.08.
2. Officers see by-law chapter C13.08.01
 - a. The Chairperson shall call, and preside over, Committee meetings, report annually to the Congregation Council and to the LUTHERAN CHURCH Congregation as well as perform other duties as mandated by the Committee or Congregation Council.
 - b. The Secretary shall give notice of all Committee meetings, record all minutes, keep attendance figures and perform such other duties as mandated by the Committee.
3. Meetings
 - a. Meetings shall be held from time to time as determined by the Committee, but not less than two times per year. Advance notice of all meetings shall be given to the members.

- b. The first meeting of each year shall be held no later than 30 days following the date of election by the Congregation. At this meeting, the By-Law chapters (C12.05.01 8 C13.08.01) and the continuing resolution SHALL be read.
- c. Special meetings shall be held when called by the Chairperson or by request of any three members of the Committee. Twenty-four hours advance notice, either verbal or written, shall be given each member and the purpose of the meeting shall be stated. No other business shall be conducted at the Special Meeting, other than for the stated purpose.
- d. Three members of the Committee plus a pastor shall be sufficient to transact business and shall constitute a quorum at any meeting. A majority of those present, but not less than three affirmative votes, shall be required to pass any motion.
- e. Robert's Rules of Order shall be used in conducting all meetings.

g. RESPONSIBILITIES OF THE COMMITTEE:

- 1. Recommend to Congregation Council the acceptability of all gifts, especially gifts with stipulations attached.
- 2. Information on donations and arrangements for memorials, bequests, and similar gifts shall be published to the congregation by the Congregation Council periodically, based upon material received from various ELCA organizations and other programs.
- 3. Select for congregation council approval applicants and potential recipients of the earnings of the ^F1^ Mission Endowment Fund.
- 4. Co-ordinate all disbursements based on congregation council approval of such funding of approved programs, applicants and recipients, including those of capital or program nature.
- 5. Monitor said LUTHERAN CHURCH Treasurer and Financial Secretary in their responsibility for receiving, recording, safekeeping, and disbursing of all monies, deeds, properties, titles, certificates, and securities of the ^F1^ Mission Endowment Funds.
- 6. Require said LUTHERAN CHURCH Treasurer and Financial Secretary to keep endowment fund monies of the ^F1^ Mission Endowment Funds separate from all other monies or funds of the said LUTHERAN CHURCH and to annually report to the COMMITTEE, or on other occasions as requested by the COMMITTEE.
- 7. Monitor periodically the investment policies with respect to the ^F1^ Mission Endowment Funds.
- 8. Provide for the audit of the records of the ^F1^ Mission Endowment Funds annually by the said LUTHERAN CHURCH Audit Committee.
- 9. Report to the Congregation Council and the Congregation annually or at such other times as requested, the operations of the COMMITTEE.

h. GUIDELINES OF THE COMMITTEE:

1. Confidentiality: All information provided by a donor, prospective donor, or other advisors will be treated with utmost discretion and confidentiality.
2. Use of Legal Counsel: Donors need and will be urged to seek competent legal counsel. Committee members shall seek the advice of the church's legal counsel in all matters pertaining to the planned gifts program and shall execute no planned giving agreement without the advice of such counsel.
3. Investment of the Mission Endowment Fund:
 - a. The COMMITTEE shall keep the preservation of principal as its primary investment goal, seeking a maximization of yield as a secondary goal in recommending investments to the congregation council and the treasurer.
 - b. The COMMITTEE may suggest to the congregational council the use of a professional investment firm or firms for advice in the purchase and sale of all investments.
 - c. The assets of the "F1" Mission Endowment Funds shall not be pledged as collateral. (See By-law chapter C12.05.01.)
4. Methods of education: The COMMITTEE shall advance the stewardship education of accumulated, appreciated and inherited property to the members of said LUTHERAN CHURCH from time to time.
 - a. The committee shall co-ordinate efforts from time to time with the stewardship committee in the ongoing stewardship education of accumulated, appreciated and inherited property.
 - b. The committee shall promote wills emphasis and estate planning as a part of their education priority.
 - c. Gift opportunities and avenues of planned giving will be brought to the attention of the congregation through the use of printed materials mailed at regular intervals.
 - d. Additional educational efforts will be supplemented by coverage in the church's newsletter, announcements and presentations at church services, special programs, and personal follow-up by Committee members and/or Evangelical Lutheran Church in America Foundation representatives.
5. Gifts of real or personal property: Any written acceptance of such gift should be simply a receipt of the items(s) and should not express or confirm an opinion of the value thereof.
6. Gifts requiring expenditure of funds: The Congregation Council of said LUTHERAN CHURCH must approve all gifts that will or may require expenditure of funds, either at the time of the gift or at some future date. Examples of types of gifts that would need approval are all assets going into any form of charitable trust or charitable gift annuity, bargain sale, or outright gifts such as real estate that may place present or future obligations on said LUTHERAN CHURCH.
7. Member contact and follow-up: It is essential for the planned giving program of said LUTHERAN CHURCH to implement a low-key, informational approach. It is assumed only those members with an active interest will respond. A carefully devised follow-up plan helps to determine which inquirers are genuinely interested in further consideration. Those with proven interest will then be contacted on a regular basis, with the goal of educating them to recognize their own potential for giving.

