

EMMANUEL LUTHERAN CHURCH

MISSION ENDOWMENT FUND COMMITTEE

Approved By The
Congregation Council
October 13, 2020

Subject

The Mission Endowment Fund Committee's organizational structure and meeting dates.

Content of the Policy & Procedure

Meetings: Until changed by a majority vote of the committee, required quarterly meetings will be held in February, May, August, and November. The Mission Endowment Fund Committee may meet at other times and dates as the Fund's needs may require.

At each meeting, the quorum of members present will determine if an absent member or members absence is "Excused" or "Unexcused".

Organization: The Committee will initially choose at it's next meeting from among its members, the committee chair, financial secretary, and recording secretary and annually thereafter during the February meeting.

The Committee's Recording Secretary should send a copy of each meeting's minutes to the Church Secretary within two (2) weeks after the close of each Mission Endowment Fund Committee meeting so it can be included with the information packet for the Congregation Council's next meeting.

An annual calendar will be developed and revised during the February meeting each year. A copy of the calendar will be forward to the Church Secretary at the same time as the February meeting minutes. The calendar may be revised at any time during the year. A copy of each new revision should be sent to the Congregation Council.

The Congregation Council may eliminate, or revise/modify this Policy & Procedure at any time.