

EMMANUEL LUTHERAN CHURCH

THE MISSION ENDOWMENT FUND COMMITTEE

DESCRIPTION OF DUTIES

**APPROVED BY THE CONGREGATION COUNCIL
APPROVED JULY 14, 2020**

ESTABLISHMENT

This Committee was established by the Emmanuel Lutheran Church Constitution, Bylaws & Continuing Resolutions, paragraph C5.05.01

COMMITTEE RESPONSIBILITIES

This document is a more specific description of those duties outlined in paragraph C5.05.01 of the Emmanuel Lutheran Church Constitution, Bylaws & Continuing Resolutions.

AUTHORITY

To accomplish this task, this Committee is empowered to request from all other current or future committees of Emmanuel Lutheran Church to cooperate and support the work of the Mission Endowment Fund Committee. This Committee may also make requests to employees of Emmanuel Lutheran Church in the performance of its work. A committee with a budget to perform its work may expend the monthly budgeted allocation or has been accumulated at the time expenditures are made. The Mission Endowment Fund Committee must follow the policies and procedures set for expenditures by the Congregation Council and administered by the Finance Committee.

The Mission Endowment Fund Committee is subject to the direction of the Congregation Council to the extent authorized by the Emmanuel Lutheran Church Constitution, Bylaws and Continuing Resolutions. This committee has no authority to make changes to its primary tasks or mission without the approval of the Congregation Council and Church Constitution. The Congregation Council may revise, add to or withdraw any authority bestowed upon this committee at any time to the extent authorized by the Emmanuel Lutheran Church Constitution, Bylaws and Continuing Resolutions.

COMMITTEE MEMBERSHIP, MEETINGS AND ORGANIZATION

The Mission Endowment Fund Committee membership and meetings are established and organized per paragraph C5.05.01 of the Emmanuel Lutheran Church Constitution, Bylaws and Continuing Resolutions, January 26, 2020, pages 7, 8, 9, and 10.

COMMITTEE MEMBERSHIP

A Mission Endowment Fund Committee of five voting members of this congregation shall be elected at the Congregation's annual meeting. The term of office will be three years with the first slate of members serving staggered terms.

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Each year following the initial election, two members will be elected with one elected every third year. Members are eligible for only two consecutive terms. At all times at least one member of the committee shall serve on the Congregation Council. In addition to the elected members, a pastor of the congregation shall be an ex-officio, with voice and vote, member of the committee. The Treasurer of the congregation shall maintain the account of the Mission Endowment Fund and serve as an ex-officio, without voice or vote, member of the committee. The purpose of the committee shall be to implement the guidelines of the mission endowment fund.

MEETING ATTENDANCE

If a member has two or more unexcused absences, that member shall be considered to have resigned from the committee. In the event of a vacancy on the Endowment committee, the Congregation Council will appoint a member to fill the vacancy until the next annual meeting of the congregation at which time the congregation will elect from the nominees a member to fulfill the term of the vacancy.

The Endowment Committee will meet quarterly or as often as necessary for the best interest of the fund.

COMMITTEE ORGANIZATION

The Endowment Committee will elect from its membership a chairperson, recording secretary and financial secretary. The chairperson, or member designated by the chairperson, will preside at all committee meetings.

The recording secretary of the endowment committee will maintain complete and accurate minutes of all meetings and supply a copy to each member of the committee. Each member shall keep a complete copy of the minutes to be delivered to his or her successor. The recording secretary shall also supply a copy of the minutes to the congregation council.

The financial secretary of the endowment committee shall work with the congregation council treasurer in maintaining and coordinating complete and accurate accounts and shall authorize any fund transfers to the congregation council and co-execute all transaction and/or other necessary documents on behalf of the congregation in furtherance of the purposes of the endowment fund. "The congregation audit committee in accordance with current congregation policies and procedure will audit the financial records annually.

A quorum shall consist of three committee members. A majority present and voting shall carry any motion or resolution. When only three committee members are present, a unanimous vote shall be required to carry any motion or resolution.

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COMMUNICATION

The Mission Endowment Fund Committee secretary shall supply a copy of each meeting's minutes to the congregation council. New committee members are oriented into this committee by receiving a copy of this committee description and other information specific to the work of this committee.

DUTIES OF THE MISSION ENDOWMENT FUND COMMITTEE

PARAGRAPH C5.05.01

a. The purpose of the Mission Endowment Fund is to distribute annual monetary donations that are outside the congregation's operating budget to the ministries stated below:

- 1.) A minimum of 20% of the annual Mission Endowment Fund distribution will be for outreach into the local community, to include the Northern Great Lakes Synod, as the Committee determines;
- 2.) A minimum of 20% of the annual Mission Endowment Fund distribution will be for National ministries, to include the ELCA Churchwide ministries, as the Committee determines;
- 3.) A minimum of 20% of the annual Mission Endowment Fund distribution will be for World Missions outside of our United States, to include World Hunger and Lutheran World Relief, as the Committee determines;
- 4.) The remaining 40% of the annual Mission Endowment Fund distribution may be given for any one or all of the above designated areas in any portion as decided by the Mission Endowment Fund Committee, approved by the Congregation Council and reported to the Congregation at the annual meeting.

b. The endowment committee will focus the majority of its time creating awareness and educating members and friends of the congregation on the benefits of the endowment.

c. To determine how the Fund assets will be invested, including the asset allocation. The investment objective is to provide long term growth so the annual distribution will keep pace with inflation, i.e. the annual distribution will maintain its purchasing power. In any event, all funds shall be invested by outside investors such as in the ELCA Endowment Fund Pooled Trust and/or the ELCA Mission Investment Fund. No Mission Endowment Fund committee member shall invest the assets in a way that would bring private or personal gain to that individual or to any family member of that individual. The committee shall report at least **quarterly** to the Congregation Council on any and all activity within the Fund. Current balance, additions, distributions and any other activity should be included in the report. Annual accounting and a report of ministries supported through the Fund shall be distributed to the Congregation at its annual meeting.

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d. The Mission Endowment Fund should begin making annual distributions once it reaches \$5000.

Annual distributions will be approximately 5 percent of the annual value of the Mission Endowment Fund balance, and may include interest, dividends, realized gains, and/or unrealized gains. For the purpose of determining an appropriate distribution amount, annual value of the Mission Endowment Fund will be determined as of December 31st each year. If the Fund ever exceeds \$500,000 in value on the year end valuation date, the next year's distribution shall include a 10% distribution if that year's end value. This is in addition to the annual distribution.

e. To encourage undesignated gifts to Emmanuel Lutheran Church. Ten percent of each such gift will be distributed immediately beyond the operating budget of the Congregation as determined by the congregation council. The remaining portion will be added to the Mission Endowment Fund.

f. The Committee should encourage gifts to the Mission Endowment Fund through education and promotion of the Fund.

The committee is encouraged to use the services of the ELCA Foundation Regional Gift Planner in assisting members with the best way to include the Mission Endowment Fund in their current giving and estate plans. The committee may decline acceptance of a gift if the gift is deemed not to be in the best interest of the Fund and congregation.

g. To receive and celebrate gifts given for ministry through the Mission Endowment Fund and coordinate with the Memorial Committee to maintain a permanent record of remembrance of donors to the fund.

h. To accept undesignated gifts received by this congregation, such as but not limited to, bequests, life insurance proceeds and remainders from life income agreements. Ten percent of each gift will be distributed immediately beyond the operating budget of the Congregation as determined by the Congregation Council. The remaining portion will be added to the Mission Endowment Fund.

Should the committee determine that the congregation is in dire need of the assets to the Fund or has an emergency of such a nature that the future of the congregation is at stake, and the only course is to use the Fund assets, the committee may, upon a two-thirds majority vote, recommend such authorizing action to the congregation council for recommendations to the congregation. The congregation must then approve such use by two-thirds majority vote at a properly called congregational meeting.

Any amendment to this description, which will change, alter or amend the purpose for which the Endowment Fund is established shall be adopted by a two-thirds majority vote of the voting membership present at an annual meeting of the congregation. The decisions must be ratified by a two-thirds majority vote at a subsequent annual meeting before it is put into effect. Administrative processes, apart from purpose, may be amended by a two-thirds majority vote of a single Congregational annual meeting.

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In the event Emmanuel Lutheran Church ceases to exist either through merger or dissolution, disposition or transfer of the Endowment Fund shall be at the discretion of the Church Council in conformity with the congregation constitution and in consultation with the bishop of the synod to which this congregation belongs at such time. Discussion with the Evangelical Lutheran Church in America (ELCA) may be desirable for continuation of the Endowment Fund obligations.

DUTIES AND RESPONSIBILITIES

Develop a planning calendar for your committee's work and responsibilities, at a minimum, annually update this planning calendar and submit an informational copy of your planning calendar to the Congregation Council. By giving the Church Secretary a copy of your committee's planning calendar, this will ensure that a copy will be placed into the Congregation Council's meeting information packet.