

EMMANUEL LUTHERAN CHURCH
MISSION ENDOWMENT FUND COMMITTEE

Approved By The Congregation Council
December 8, 2020

Subject:

Duties and Responsibilities of the Mission Endowment Fund Committee

Policy & Procedure:

+ Methods for Educating and Creating Awareness of the Mission Endowment Fund for Friends and Members of Emmanuel Lutheran Church.

Three (3) times per year the Mission Endowment Fund Committee should request that a notice be placed in the Emmanuel Lutheran Church's Sunday Bulletin and Messenger. In addition the Committee should request to have information included in any Emmanuel Lutheran Church public announcements about the Mission Endowment Fund and its mission.

Request that, when needed, the ten percent (10%) of funds received mentioned in paragraph C5.05.1 subparagraph (e.) of the of the Emmanuel Lutheran Church Constitution be placed into an expense fund for the Mission Endowment Fund Committee, by the Congregation Council, so Mission Endowment Fund Committee may accomplish it's mission to educate and create awareness of the Mission Endowment Fund.

+ Required Periodic Reports:

Quarterly Reports to the Congregation Council should include both the minutes of the quarterly meeting and a summary statement of the Mission Endowment Fund Account(s). The Mission Endowment Fund Committee Financial Secretary and the Emmanuel Lutheran Treasurer should jointly create a form for this purpose.

The Mission Endowment Fund Committee Recording Secretary should coordinate with the Memorial Fund Committee, as needed, concerning the creation of a "Permanent Record" of donors to the Mission Endowment Fund. The Mission Endowment Fund Recording Secretary will develop and maintain the "Permanent Record" for the Mission Endowment Fund. The Recording Secretary should send a letter of appreciation and thank-you to each donor as soon as possible after the donation is received.

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

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.

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