



ISSUES TO ADDRESS WHEN CREATING A MISSION ENDOWMENT FUND

Why should we establish a Mission Endowment Fund? *How will the fund help to fulfill our congregation's mission?*

What will be the name of the fund? *We will include "Mission" in the title.*

How will the Mission Endowment Fund be managed? *We will consider:*

- size, composition, and terms of an endowment fund committee; ex officio and advisory members; chairperson and other positions
- mechanism for selecting endowment fund committee members; process for filling vacancies; process for removal of members; term limits
- relationship of endowment committee to our congregation council
- meeting frequency
- quorum requirement to transact business
- keeping of books; reporting (to congregation council and congregation); audit
- what will be done in the event of merger/congregational dissolution
- bond requirement
- prohibition on self-dealing/conflicts of interest
- check signing authority.

How should the governing documents be organized and adopted? *By constitutional amendment, bylaw, continuing resolution, governing policies and procedures?*

How will the Mission Endowment Fund be invested? *Some possibilities:*

- ELCA Endowment
- ELCA Mission Investment Fund
- InFaith Foundation
- Thrivent Financial for Lutherans
- Local financial institution

How will the endowment fund proceeds be distributed?

- Who makes the distribution recommendations and decisions?
- Should recipients be only 501(c)(3) organizations, or can individuals receive?
- How will the frequency and amount of distributions be determined?
- Should there be a timetable and process for receiving grant proposals?
- Should the endowment fund committee recommend and congregation council decide?
- Should distributions be made annually through a grant review process?
- Should there be an emergency provision in case of unexpected need or disaster?

8. What will be the minimum accumulation amount in the endowment fund before distributions are made?

9. How will the Mission Endowment Fund be encouraged and promoted? *We will:*

- develop an action plan and coordinate with our annual stewardship drive
- determine payment of promotional costs
- establish guidelines for stewarding donors and their families

10. How will we determine what gifts, and kinds of gifts, to accept for the Mission Endowment Fund?
We will:

- establish and promote a Gift Acceptance Policy for our congregation.