



Operating Guidelines and Procedures

1.0 Mission and Purpose

- 1.1 The mission and purpose of the St. John's Lutheran Church Mission Endowment Fund (the "Fund") is to:
 - 1.1.1 Enhance, extend and support the present and future ministries of the Church and to ensure that its religious, educational and charitable work is funded within the church and in the local and international community as St. John's grows.
 - 1.1.2 Serve as funds for new program initiatives and opportunities that will enhance the life and teachings of Jesus Christ.
- 1.2 The Fund will provide a vehicle for the congregation to make donations to reach out in love and service to others for community ministries and special projects of the Church not covered by the annual operating budget.
- 1.3 The Fund Shall:
 - 1.3.1 Receive acceptable gifts, bequests and other forms of charitable contributions.
 - 1.3.2 Invest, manage and administer such funds.
 - 1.3.3 Distribute up to 90% of the interest earned in a calendar year for the above purposes.
- 1.4 The Fund is not intended
 - 1.4.1 To be used for any of St. John's normal annual operating expenses.
 - 1.4.2 To compete with the annual appeal for funds or other special fund-raising appeals.
 - 1.4.3 To serve as a "Pass Through" gift for immediate distribution from/to any source. These types of gifts shall be managed by the St. John's Council and shall not be an asset of the fund.
- 1.5 The ultimate responsibility for the operation of the fund is retained by the St. John's congregation and its elected Council.

2.0 Organization – Roles & Responsibilities

- 2.1 The Fund committee shall consist of 5 voting members in good standing when approved by St. John's Lutheran Church Council for a staggered 3 year term.
- 2.2 Committee membership will consist of:
 - 2.2.1 A Council member appointed by the council.
 - 2.2.2 The current Council Treasurer who will serve as a non-voting advisor to the Fund.
 - 2.2.3 A chairperson, or the member designated by the chairperson shall be elected by the Fund Committee membership and shall preside at all committee meetings.
 - 2.2.4 A secretary shall be elected by the Fund Committee for (3 yrs.)
 - 2.2.4.1 Prepare and distributes complete and accurate meeting minutes within 7 days after any meetings, and any necessary correspondence, promotional and educational materials.
 - 2.2.5 Two congregation members elected by the congregation and approved by the Council.
 - 2.2.5.1 Each committee member must ensure that their successor is trained and mentored during their transition period.
 - 2.2.5.2 All copies of prior meeting minutes and agendas will be kept in the Church office and be made available to new members to facilitate their assuming their new responsibilities.



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2.2.6 A quorum will consist of 3 members.

2.3 The Fund Committee will:

- 2.3.1 Adopt standards and goals to guide it to spend earned income (interest) by the Fund's principal.
- 2.3.2 Meet on a quarterly basis, or more often as needed.
- 2.3.3 Maintain complete and accurate books of accounts (audited by a CPA on an annual basis) to present such audit on time for the annual meeting of the congregation.
- 2.3.4 Investigate investment options (using input from professional and ELCA investment advisors) for funds left to the Fund.
- 2.3.5 Receive income, pay all administrative expenses from the Fund income.
- 2.3.6 Receive, purchase, retain, or acquire stocks, mutual funds, bonds, notes or other securities or any variety of real or personal property for income.
- 2.3.7 Make, execute and deliver all instruments necessary or proper to accomplish the goals and purpose of the Fund.
- 2.3.10 Contribute, donate, support or distribute funds or payments from the Fund.
- 2.3.11 Hold investments and request check payments as necessary from the Council Treasurer.

3.0 Indemnification of Committee Members

- 3.1 The Fund Committee members will not be held liable for investment losses except for bad faith or gross negligence so long as they act in good faith and with ordinary prudence.
- 3.2 Each committee member is liable only for their own willful misconduct or omissions in bad faith, not of other members.
- 3.3 Mission Endowment Fund Committee members shall not receive compensation, but may be reimbursed from the Fund's income for expenses reasonably incurred.

4.0 Responsibilities of the Congregation

- 4.1 The Congregation will elect Committee members at each annual meeting of the Congregation in the same manner as it elects other officers or committees.
- 4.2 The resolution establishing the Mission Endowment Fund may not be altered or amended except by a 2/3 vote of the members present at the annual congregation meeting.

5.0 Tax Exemption Status

- 5.1 Any gifts to the Mission Endowment Fund and income derived shall be used exclusively for religious, charitable, and educational purposes according to Section 501(c)3 of the IRS code.
- 5.2 The St. John's Mission Endowment Fund is created and shall be operated exclusively for church purposes.
- 5.3 No activities of the Mission Endowment Fund shall be used for propaganda, political or legislative influence, or campaigning for candidates for public office.