



## 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.