

# ST. PAUL LUTHERAN CHURCH ENDOWMENT FUND

## Bylaws Document

April 19, 2022

### Update History

Date	Description
1/10/2008	Initial Document Release
11/08/2011	<ul style="list-style-type: none"> <li>• The SPEFC meeting requirement was changed from quarterly to semiannually in II-C.</li> <li>• Revised Appendix A to include a description of the newly approved restricted funds:               <ul style="list-style-type: none"> <li>○ TGP</li> <li>○ Early Childhood, Children and Youth</li> </ul> </li> <li>• Struck language contained in section V, B, 2, a), which is now incorporated into Appendix A.</li> <li>• Appendix B was revised to add a picture of the Request for Funds Form.</li> <li>• A portion of Section VII-D was struck relative to the process surrounding Ministry Action Team member appointments and to reference the bylaws added in Appendix D.</li> <li>• Added Appendix D - Guidelines for Establishment of Bylaws for Restricted/Dedicated Funds</li> <li>• Added Appendix E – Gift Acceptance Policy</li> </ul>
10/15/12	Resequenced appendices D and E; to put them in a more logical order. Added copies of the Restricted Fund Bylaws to a new appendix - Appendix F, titled Restricted Fund Bylaws Documents.
5/18/2015	Revised section VII, B,1 to limit grant distributions from year to year. Added Appendix G – Grant Distribution Examples
4/17/2018	Revised section II, B, to allow unlimited number of terms a member may serve. It is the recommendation of the Endowment Committee that when the fund grows to a significant amount (approx \$2 million) or if the committee takes an active role in fund management, that term limits be again reinstated.
4/19/2022	<ul style="list-style-type: none"> <li>• Revise section V, B, 1 to allow more support to the Congregation if necessary.</li> <li>• Revise Albertin Fund Grant distributions to allow for more flexibility for recipients.</li> </ul>

I. NAME AND GENERAL PURPOSE

- A. The Congregation shall have an Endowment Fund. This fund shall be called the “**St. Paul Lutheran Church Endowment Fund**”. All further reference to the St Paul Endowment Fund, Endowment Fund or The Fund shall be deemed as the “St. Paul Lutheran Church Endowment Fund”.
- B. The purpose of the fund shall be to receive gifts and bequests, invest those gifts and bequests, and to use the assets of the Endowment Fund to carry out the mission of St. Paul Lutheran Church, to support the ministries of St. Paul Lutheran Church and to support the ministries of the Lutheran Church – Missouri Synod
- C. The mission of the St. Paul Lutheran Church Endowment Fund is to encourage Christian stewardship and to enhance the outreach ministry of the congregation by providing an orderly method for receiving and administering gifts bequeathed to the church through wills and other forms of estate planning.

II. ENDOWMENT FUND GOVERNING BOARD AND DUTIES

- A. The endowment fund shall be promoted and managed by the St. Paul Lutheran Church Endowment Fund Committee. The St. Paul Lutheran Church Endowment Fund Committee shall consist of the following members:
  - 1. The President of the Congregation, non voting, ex-officio member;
  - 2. Pastor of the Congregation, non voting, ex-officio member;
  - 3. The Treasurer of the Congregation, non-voting, permanent member;
  - 4. No less than seven (7), but not greater than eleven (11) elected members. The elected members shall always be an odd number.
  - 5. No more than two (2) elected members can serve on both the endowment committee and the church council at the same time.
- B. The Endowment Fund Committee members shall be voting members of St. Paul Lutheran Church. Except as herein limited, the term of each elected member shall be three (3) years. After the adoption of the endowment fund by the congregation, the Congregation shall elect seven (7) members to the committee – three (3) for a term of three (3) years; two (2) for a term of two (2) years; and two (2) for a term of one (1) year. There is no limit to the number of terms a member may serve.

Election of Endowment Fund Committee members shall follow the procedure and be held at the same time as election of all other congregation positions as outlined in the congregation by-laws.

In the event of a vacancy on the committee, the Church Council shall, at its next regular meeting, upon the recommendation of the existing committee, appoint a member to fill the vacancy.

- C. The Endowment Fund Committee shall meet at least semiannually to receive and administer gifts to the fund, make plans for fund distributions and make plans to promote the fund.
- D. The committee shall organize itself with a Chairperson, Vice Chair and Secretary. Terms of office will be one year (no limit on number of terms), with elections held the first meeting following the congregation election of new board members. The Congregational Treasurer shall serve as treasurer of the committee. The Congregational Treasurer may not serve as Chairperson. No two positions can be held by the same person.

- E. The endowment fund records shall be audited at the same time as the records of the treasurer of the congregation are audited, in time so that such audit report will be on file at the time of the annual meeting of the congregation.
- F. The Secretary shall maintain complete and accurate minutes of all meetings of the committee and supply a copy thereof to each member after each meeting. Each member shall keep a complete copy of minutes to be delivered to his or her successor.
- G. The Congregation Treasurer shall be responsible for receipts by and disbursements from the fund, shall maintain complete and accurate books of account and shall provide, at least annually, a written financial report of the fund to the voter's assembly.
- H. The Endowment Fund Committee shall maintain an account with one of the following: a bank, a trust department (or company), a wire house, a bank brokerage firm, or an independent office that is associated with the SIPC.
- I. The Church Council shall carry Employee Dishonesty insurance coverage in an amount relative to the total assets of the Fund. All checks and other documents transferring or expending any funds or assets in the fund shall be executed by the Congregation Treasurer.
- J. No member of the Endowment Fund Committee shall engage in any self-dealing or transactions with the fund in which the member has direct or indirect financial interest and shall at all times refrain from any conduct in which their personal interests would conflict with the interest of the fund.
- K. The Endowment Fund Committee shall adopt means for acknowledging the receipt of gifts and contributions in a manner that will permit the donor to claim federal income, gift and estate tax charitable contribution deductions.
- L. All funds and property shall be kept and maintained separate and distinct from the funds and property otherwise belonging to St. Paul Lutheran Church. The congregation shall not be allowed to borrow against the endowment fund or use the fund as collateral for a loan.
- M. The Endowment Fund Committee should inform the members of the congregation of the purpose of the fund, and may periodically arrange for members of the congregation to meet a Gift Planning Counselor for the purpose of charitable giving, wills and other estate planning bequests.

### III. PROMOTION OF THE FUND

The Endowment Fund committee shall be in charge of promotion and endorsement of the Endowment Fund.

- A. The Committee shall provide information in the form of seminars, brochures, and newsletters, etc., so the congregation is aware of the purpose and usage of the Endowment Fund. The Committee shall provide the congregation with such information at least once a year. The release of information should be timed to avoid conflicts with other church fund raising events.
- B. Committee members may contact potential donors on an individual basis to enhance awareness of the Fund and to appeal for consideration of giving to the Endowment Fund.
- C. Information pertaining to the Endowment Fund, brochures, mailings, etc., shall be designed or approved by the Committee.

- D. Information issued by the Committee shall include emphasis on the solicitation of gifts to be made during the lifetime of the donor, as well as at the time of the donor's death.
- E. Promotion costs for the Endowment Fund shall be paid from investment earnings of the Fund. Until such time as sufficient income is available from the Fund, the Church Council at its sole discretion may make funds available from the church operating budget.

#### IV. DURATION

The St. Paul Lutheran Church Endowment Fund shall continue, so long as St. Paul Lutheran Church, 730 County Road PPP, Sheboygan Falls, WI or its successors shall continue to exist. If St. Paul Lutheran Church should cease to exist, then the assets constituting the fund shall become the property of the South Wisconsin District or its successor. If no successor district exists, then it shall become property of The Lutheran Church—Missouri Synod Foundation. In all events, the successor must qualify as an exempt organization under the Internal Revenue Code.

#### V. TYPES OF GIFTS ACCEPTED

- A. How to Contribute to the Fund. Individuals who desire to support the Fund should designate their gift for: "St. Paul Lutheran Church Endowment Fund."

These designations will ensure that gifts will be administered according to the terms of the Fund, whether they are made during an individual's life, or made following the death through a bequest or gift in a will, or trust, or through a beneficiary designation of some or all of the proceeds of a life insurance policy, annuity, or retirement plan.

The Endowment Fund Committee shall adopt procedures for review and acceptance of the assets that a donor desires to give. Appendix D contains the Endowment Fund Gift Acceptance Policy. Some of its key points are covered here. Gifts of cash or publicly traded securities will almost always be acceptable. However, gifts of operating businesses, partial interests in property, gifts encumbered by debt, gifts of property which may have title or environmental problems, or gifts of property which may not be marketable within a reasonable time considering the expense of owning the property may not be acceptable. In addition, certain types of property may cause adverse federal or state income tax problems for the endowment and may not be acceptable.

If the Endowment Fund Committee determines that an asset, which a donor desires to give to the Fund, is not acceptable, it will immediately explain the reasons to the donor with any suggestions or alternatives for making the asset acceptable. If the donor requests, the Endowment Fund Committee shall forward a summary of the gift, and its concerns to the Church Council for review

Some property may cause unexpected tax or other consequences to the donor. The congregation is not responsible for advising donors of the tax or other consequences of any gift. Donors are advised to consult with their own attorney, tax advisor and other professional advisors about the consequences of a gift in their circumstances. This Endowment Fund will abide by the requirements of the Internal Revenue Code and its regulations.

- B. The St. Paul Lutheran Church Endowment Fund shall accept two types of gifts described as follows:
  - 1. Unrestricted Gifts – These gifts to the Fund may be used for the purposes, projects and programs recommended through the discretion of the Endowment Fund Committee and approved by the Church Council. The distributions from these unrestricted gifts shall be for the purposes set forth in Section I, B. of this agreement for the further growth of our church, the mission, and the ministry of St. Paul Lutheran Church. The Fund is not intended to supplement the operating budget of the church.

At least annually, the Endowment Fund Committee shall make distribution recommendations to the Church Council, as described in section VII.

Individuals who desire to support the unrestricted funds of the Endowment Fund should designate their gift to the **St. Paul Lutheran Church Endowment Fund**.

2. Dedicated/ Restricted Funds – There are certain areas within the Endowment Fund in which donors may designate their gift to go towards a specific restricted gift category. These gift areas allow for the distributions to be used for specific missions and ministries of the congregation. The approved categories of dedicated/restricted funds are listed in Appendix A, titled - **Approved Dedicated/Restricted Funds List**

Additional categories of restricted funds may be added to the Approved Dedicated/Restricted Fund List under the following circumstances:

- a) Categories must meet the mission and purposes set forth in Section 1, B and C of this document.
- b) Categories selected and approved by Church Council
- c) Categories recommended by Endowment Committee and approved by the Church council
- d) Donors wishing to establish a new category by means of a gift. Donor created categories must be recommended by the Endowment Committee and approved by the Church Council. Additionally, recommendations of new donor directed/restricted categories to the Endowment Committee require a minimum donation of \$10,000.

Individuals who desire to support the restricted funds of the Endowment Fund should designate their gift to the **St. Paul Lutheran Church Endowment Fund, FBO** (for the benefit of) \_\_\_\_\_ (See Appendix A.)

At least annually, the Endowment Fund Committee shall make distribution recommendations from the restricted funds to the Church Council, as described in section VII.

While it is the intention of this congregation to use the Restricted Funds for their original intentions, it is recognized that with the passage of time and changing circumstances, there may be a time when it is not feasible to use the restricted funds for their original intent. Under such circumstances, the Endowment Committee is authorized to use the gift or bequest for any purpose closely approximating the donor's intent. However, all donors shall be informed that even though the Endowment Committee is directed to do it's utmost to meet the special terms and conditions of restricted gifts, all gifts to the Endowment Fund, whether restricted or unrestricted, are made as a matter of faith and trust and are irrevocable. The donor waives all rights, legal or otherwise, to enforce the special terms and conditions of any gift should a dispute arise.

If it is not feasible to use the restricted funds for their original intent, the restricted fund assets may be transferred to another restricted fund whose intent closely approximates that of the original. If no other restricted fund meets the intent of the original fund, assets may be transferred to the unrestricted category of the endowment fund. Termination and transfer of restricted funds must be recommended by the endowment committee and approved by the church council.

VI. FISCAL YEAR

- A. For tax, accounting, distribution or other purposes, the fiscal year of the St. Paul Lutheran Church Endowment Fund shall be the calendar year ending December 31<sup>st</sup>.
- B. Within two (2) months after the close of the Fund's fiscal year, and at other time(s) as is deemed convenient, an itemized, written statement should be prepared. It must accurately reflect the position of the Fund's income and corpus accounts as of a date reasonably close to the date the statement should be submitted, and should indicate the receipts, disbursements and changes therein since the Fund's inception or the previous accounting, as the case may be. The statement should then be submitted to the voter's assembly.

VII. DISTRIBUTIONS TO SUPPORT THE PURPOSE OF THE ENDOWMENT FUND

- A. The Endowment Fund Committee shall be responsible for distribution of the amounts from the unrestricted portion of the Endowment Fund and the restricted portion of the Endowment Fund.
- B. The distributions from the Endowment Fund for the purposed described within this agreement shall be determined by the Endowment Fund Committee, approved by the church council and reported to the congregation.
  - 1. It is the intention of the St. Paul Lutheran Church Endowment Fund to target a distribution of 5% of the endowment's prior year balance. The distribution should not increase or decrease more than 5% annually, adjusted for new assets acquired by the fund prior to the previous yearend. In the event of a calendar year in which no distributions are made, the committee will use the last recorded distribution, plus assets acquired from the year of the last distribution to assets acquired prior to the most recent yearend, as the benchmark with which to establish the new distribution amount. The distribution will be based on the fair market value on December 31<sup>st</sup>, of the prior year in which the distribution is made. The endowment fund committee may determine each year to increase the distribution rate, but at no time will the distribution rate exceed seven percent (7%). The increased distribution amount requires only a simple majority vote. See Appendix G for distribution examples.
  - 2. Should the Endowment Fund Committee be required to change the distribution intent described herein, the Endowment Fund Committee may adopt such distribution guidelines subject to applicable laws and authorization by the Voter's Assembly as provided for in Section IX of the Amendment to this agreement.
- C. Available funds from unrestricted assets of the Endowment Fund. Requests for distributions of unrestricted funds as described in VII (B) (1), may be submitted to the Endowment Fund Committee by congregational members, committees or boards within the congregation seeking resources for a project within the mission and purpose of the Endowment Fund. The request should follow the distribution guidelines and criteria established by the Endowment Fund Committee. (See Appendix B).
- D. Available Funds from Restricted Assets of the Endowment Fund. Generally these distributions, as described in VII (B) (2), will be directed by the Endowment Fund Committee to the appropriate areas within the congregation for projects or budgets for each of the restricted funds set forth in Appendix A. Ministry Action Teams will determine what grants to make from the distribution amounts. Ministry Action Teams are generally responsible for requesting and administering funds distributed from the restricted fund category. Ministry Action Teams are expected to have a set of bylaws that are consistent

with the Guidelines for Establishment of Bylaws for Restricted/Dedicated Funds, as contained in Appendix D.

- E. Should there be no requests for distribution within fund categories the Endowment Fund Committee may temporarily suspend distributions for that year.
- F. The Endowment Fund Committee shall create spending priorities in conjunction with the Church Council for proper management of Fund distributions to support the mission and purposes of the St. Paul Lutheran Church Endowment Fund.

## VIII. POWERS

The Endowment Fund Committee shall have the following powers and authority:

- A. Sales and Distribution. To sell all or any part of the property of whatsoever kind which at any time may constitute a part of any trust within the Endowment Fund that may hereby be established, at such times, for cash or on credit, with or without security, in such manner and at such prices, either at public or private sale, which shall seem advisable and proper, and to execute good and sufficient deeds and bills of sale thereof.
- B. Leases. To lease all or any property held by the Endowment Fund Committee and fix the duration of the term, irrespective of the provisions of any statute or of the termination of any trust; to mortgage, pledge, collect, convert, redeem, exchange or otherwise dispose of any securities or other property at any time held by the Endowment Fund Committee.
- C. Investment Policy Statement. To change investments and properties and to invest and reinvest all or any part of the corpus of any trust hereby established in such securities, investments, or other property which seems advisable and proper without restrictions as to investments that are otherwise imposed by the laws of the State of Wisconsin. The Church shall be guided by its concept of the policy of a prudent investor whose investment purpose includes both income and capital appreciation and shall not otherwise be restricted by any law, rule or custom (i) requiring safety of corpus as a primary consideration, (ii) regarding investment in income producing property, or (iii) requiring diversification of investments.  
See Appendix C.
- D. Retention of Assets. To retain in the Endowment Fund Committee's absolute discretion and for such period of time as shall seem advisable, any and all investments and other properties transferred to the Endowment, without liability for any loss incurred by reason of the retention of such investments or properties.
- E. Dealing with Securities. To enforce any bonds, mortgages or other obligations or liens held hereunder; to vote personally or by proxy any shares of stock which may at any time be held by the Endowment Fund Committee hereunder, and similarly to exercise by attorney any rights appurtenant to any other securities or other property at any time held by the Endowment Fund Committee hereunder; to consent to the reorganization, consolidation, merger, liquidation, readjustment of, or other change in any corporation, company or association, or to the sale or lease of the property thereof or any part thereof, any of the securities or other property of which may at the time be held hereunder, and to do any act or exercise any power with reference thereto that may be legally exercised by any person owning similar property in his own right, including the exercise of options, deposit, or exchange of securities, entrance into voting trusts, making of agreements or subscriptions which the Endowment Fund Committee deem necessary or advisable in connection therewith, all without applying to any court for permission so to do, and to hold and redeem or sell or otherwise dispose of any securities or other property which may be acquired; to cause to be registered in the Fund's name, or in the name of a nominee or nominees, without qualification or description, any securities at any time held in any trust hereby established.

- F. Deposits. To invest the Endowment property in accordance with the prudent investor standard, including the power to invest in commercial and savings accounts, money market certificates and funds, cash management accounts, any kind of property or any kind of interest therein (whether real or personal, tangible or intangible, and/or domestic or foreign) including, but not limited to, real estate, oil, gas, and other natural resources, common and preferred stocks, bonds, U.S. governmental obligations, mutual funds, mutual funds which are under the management or control of the corporate fiduciary (and its affiliated entities), notes, debentures, and common trust funds, including the power to deposit cash funds of the Fund in the commercial or savings departments of the corporate fiduciary (if any) or of any other bank or trust company or in any other depository.
- G. Borrowing. To borrow money, whether to pay taxes, exercise subscription rights and options, pay assessments, or to accomplish any other purposes of any nature incidental to the administration of any fund hereby established, and to pledge any securities or other property held by the Endowment Fund Committee as security therefor.
- H. Principal and Income. To allocate to principal and not to income all dividends paid in stock of the paying corporation and all subscription rights, and except as otherwise expressly provided for herein, to allocate other receipts and disbursements between principal and income in accordance with sound principles of accounting.
- I. Division of Property. The Endowment Fund assets may be pooled and allocated for investment purposes to allow for ease of administration. To divide the Endowment Fund, determining values and designating particular assets for the categories of gifts received by the Fund, to assign like or unlike properties to different categories, to create or hold undivided interests in any property of the Endowment Fund, and to make distributions and payments in cash or in kind or in both.
- J. Delegation of Authority. To delegate authority to agents or proxies for the administration of the Endowment Fund, with liability only for reasonable care in the selection, conferring on such delegates both administrative and discretionary powers and duties, and paying them reasonable compensation from the Endowment Fund. Any fiduciary hereunder shall not be prohibited by such fiduciary capacity from being employed by or compensated from the Endowment Fund or by any business in which the Endowment Fund is interested. The Endowment Fund Committee may employ, at the expense of the Fund, attorneys, investment counsel, brokers, custodians of assets, and other agents and employees.
- K. Execution of Instruments. In connection with the exercise of the powers granted herein, to execute all deeds, mortgages, notes, leases, security agreements, bills of sale, contracts, and all other instruments in writing which the Endowment Fund Committee shall deem necessary and proper.
- L. General Powers. To enter upon such contracts and agreements, and to make such compromises or settlements of debts, claims, or controversies as the Endowment Fund Committee may deem necessary or advisable; to submit to arbitration any matter or difference; to perform all other acts which are deemed necessary or advisable for the complete administration of the Fund, including the exercise of all powers provided by applicable law.
- M. The Endowment Committee may protect the Fund and its property by insurance against damage, loss or liability.
- N. The Endowment Committee may establish checking account(s) in which cash may be deposited to income and/or corpus.
- O. All powers and authorities of the Endowment Fund Committee stated herein shall, except as expressly delegated to the Voter's Assembly, be exercised by the Church Council.

- P. The Endowment Fund Committee may establish Subcommittees for its responsibilities in managing the Fund, and may seek the assistance of volunteers with the skills needed to carry out the purposes of the Fund. Subcommittees may include, but not be limited to Investments, Acceptance of Assets, Acceptance of Restrictions, Receipts, Priorities, Distributions, Reports and Publicity.

IX. AMENDMENTS

Any amendment to this Agreement that will change, alter or amend the purposes for which the Fund is established shall be adopted only if approved by a two-thirds (2/3) majority of the voting members present at a duly called and constituted meeting of the voter's assembly.

This Endowment Agreement was adopted by St. Paul's Lutheran Church on \_\_\_\_\_ day of \_\_\_\_\_, 200\_.

\_\_\_\_\_  
Congregational President

\_\_\_\_\_  
Congregational Secretary

Appendix A - Categories of Restricted Funds

Appendix B - Grant Application Form

Appendix C - Investment Policy Statement

# ST. PAUL LUTHERAN CHURCH ENDOWMENT FUND

## Appendix A

### **Approved Dedicated/Restricted Funds List**

#### **The Albertin Dedicated Fund**

The Edward W. Albertin Memorial Fund was established to keep alive the work he felt so vitally important to the mission of the LCMS church. Contributions to the Edward W. Albertin Fund will be invested to insure continuation of his work. Earnings from the memorial fund will be distributed annually to fulfill the following purposes:

- 60% for educational grants to individuals pursuing full time careers in Pastoral Ministry and aid to individuals studying to become a full time Minister of Religion commissioned in a church operated institution.
- 40% for missions outside the local St Paul mission expenses and obligations. The 40% to missions can be utilized in the area of education in a given year if administrators determine that special educational needs are present.

#### **The Early Childhood, Children and Youth Dedicated Fund**

The Congregation of St. Paul is dedicated to connecting children and youth to Christ. For this reason St. Paul has established several ministries whose expressed purpose is to help children, during their critical formative years, to make a life-long connection to Christ. These ministries include - Child Care, Preschool/4K, Children's Ministry and Youth and Family Ministry. These ministries seek to create a fun and educational environment where our children and youth can feel God's love as they grow closer to Christ. Over the years these ministries have helped many young person's to meet, know and serve the Lord Jesus with their lives. Earnings from this fund will be distributed annually to support these church ministries.

#### **The Gathering Place Dedicated Fund**

The Congregation of St. Paul is dedicated to connecting people to Christ. For this reason St. Paul has established The Gathering Place (TGP) and The Memory Matters programs as a means to connect people to Christ. The Gathering Place's mission is to share Christ's love by providing a safe place for people with dementia and by offering their caregivers respite, education and encouragement. Since it was formed, TGP has touched many people's lives by sharing the love of Christ. Earnings from this fund will be distributed annually to support The Gathering Place and related adult memory loss ministries.

# ST. PAUL LUTHERAN CHURCH ENDOWMENT FUND

## Appendix B

### St. Paul Lutheran Church Unrestricted Endowment Fund Grant Application

Thank you for showing interest in the work of the St. Paul Endowment Fund. The St. Paul Endowment Fund provides the St. Paul congregation with a vehicle to accept gifts, to manage accumulated principal and to make grants. Grants are made from interest and earnings to help further the long-term vision, mission and ministries of St. Paul.

The St. Paul Endowment Fund has one Unrestricted Endowment Fund. This fund is simply titled - The St. Paul Unrestricted Endowment Fund. Grants from this fund are not restricted to a specific ministry/mission.

Additionally the St. Paul Endowment Fund also has three Dedicated Funds, including:

- The Albertin Fund,
- The Early Childhood, Children and Youth Fund, and
- The Gathering Place Fund

These funds are dedicated to the missions they serve and have their own dedicated grant processes.

If you are applying for a grant from St. Paul Endowment Unrestricted Fund you need to complete this form and submit it to the church office staff. The staff will then forward your application to the Endowment Fund Committee and the grant process will formally begin. A member of the Committee will contact you directly to obtain any additional required information and will initiate a more formal application review and grant processes. This form is kept intentionally brief to streamline the initial steps for grant application.

Applications for grants may be made at any time throughout the year. However, the St. Paul Endowment Unrestricted Fund will generally review and finalize grant applications during the first quarter of the calendar year for grants made during the second quarter.

If you are applying for a grant from one of the three Dedicated Funds you should contact someone on the specific Ministry Action Team (that is dedicated to the particular dedicated fund) to obtain a grant application for a dedicated fund. Each of the dedicated funds has their own grant application and schedule for extending grants.

If you have any initial questions about the application process you can contact the church staff. If they cannot answer your question they will engage an Endowment Fund Committee Member to assist you. Thank you.

#### Applicant Information:

Name	
Address	
Phone	
Email	
Reason for request	<i>(Please feel free to attach a separate document. The reason for the request must be explicitly call out how the purpose of this grant connects to the St. Paul mission.)</i>

10/12/2011

Endowment Unrestricted Fund General Application.doc

# ST. PAUL LUTHERAN CHURCH ENDOWMENT FUND

## Appendix C

### Investment Policy Statement

#### INTRODUCTION

The purpose of a formal investment policy statement is to identify and establish investment objectives and guidelines which are realistic in the market context and appropriate to the time horizon and risk parameters of the investor. It defines and assigns responsibilities of involved parties. The investment policy statement serves as the cornerstone of which all investment decisions will be made in order to achieve long-term goals of the Endowment Fund. Once the investment portfolio is structured, this document will also serve as a standard by which investment performance is measured.

#### FUND INVESTMENT OBJECTIVE

The purpose of this portfolio will be to invest gifts to the organization on a five-to-ten year time horizon. The financial objective of the portfolio emphasizes capital appreciation and income generation with an emphasis on principal preservation. Although the portfolio has an intermediate to long-term horizon, the financial objective will be reviewed regularly to ensure the manager's performance continues to be consistent with its benchmarks.

#### INVESTMENT POLICY

It shall be the policy of the Endowment Fund account to maintain a diversified portfolio, with a mix of equities, equity mutual funds, bond mutual funds, bonds, and alternative products that emphasize reduction of volatility.

Prohibited assets include, but are not limited, the following: commodities and futures contracts; private placements; options; limited partnerships; venture capital investments.

Prohibited transactions include, but are not limited to, the following: short selling; margin transactions.

The fixed income portion of the portfolio must average investment grade (rated BBB or higher) or commercial paper rated A1P1 (or equivalent) or higher.

The St. Paul Lutheran Church of Sheboygan Falls, Wisconsin Endowment Fund committee members will review all objectives, policies and guidelines for appropriateness and adherence on at least an annual basis.

#### PERFORMANCE BENCHMARKS

The investment objective is to outperform a blended index comprised of 45% of S & P 500 for equities, 45% Lehman Govt. Corp. Index for fixed income, and 10% EAFE for international equities (50/40/10). This will be the performance benchmark used to analyze risk and return.

Target Asset Mixes:

Asset Class	Minimum	Maximum
Cash Equivalents	0	20
Fixed Income	30	50
Equities	40	70

The target mix will be 60/40 stocks/bonds, plus or minus 10%.

## **INVESTMENT MANAGER REVIEW/EVALUATION**

The Endowment Fund Board of Directors is responsible for selecting a qualified Investment Manager for the Fund. A qualifying investment manager must be a registered investment advisor under the Investments Advisors Act of 1940, a bank, trust company, insurance company, wire house, or independent advisor associated with the SIPC. If a manager is deemed to be a fiduciary they must acknowledge such in writing.

The Investment Manager will have full discretion to make investment decisions for the assets placed under its jurisdiction, operating with in the Investment Policy stated above. Specific responsibilities include:

- Providing quarterly written reports on the portfolio's performance
- Meeting with the Endowment Fund Committee at least annually
- Communicating any significant changes in economic outlook or other factors affecting the investment objective of the Fund.

The Endowment Fund Committee Members intend to evaluate portfolio performance over a three-year period, but reserves the right to terminate a manager for any reason, including:

1. Investment performance, which is significantly less than anticipated give the discipline employed and the parameters established.
2. Failure to adhere to the stated investment policy, including communication and reporting requirements.
3. Significant qualitative changes to the investment management organization.
4. Unreasonable fees.

# ST. PAUL LUTHERAN CHURCH ENDOWMENT FUND

## Appendix D

### Endowment Fund Gift Acceptance Policy

#### **POLICY STATEMENT**

The St. Paul Endowment Fund Committee (SPEFC) has a responsibility to review gifts to the Endowment Fund (restricted and unrestricted) for acceptance or rejection based on a determination of the appropriateness of the gift relative to its type, purpose and possible liability. In that regard, the purpose of this Gift Acceptance Policy is to give the SPEFC guidelines on the acceptance of gifts.

This policy is intended to facilitate the giving process by allowing the SPEFC and its members to respond quickly in the affirmative, where appropriate, and to seek broader approval before acceptance, where necessary; also, it will guide and encourage the committee to decline gifts which are not appropriate to the Church's ministry.

#### **PROCEDURES:**

The SPEFC accepts gifts by outright transfer, by bequest, and through qualified irrevocable life income plans. The SPEFC reserves the right to decline any gift on the basis of the condition of the funding property, the proposed charitable remaindermen (person or entity that inherits or is entitled to inherit property upon the termination of an estate), or any terms which are deemed by the committee to be unacceptable.

1. Unrestricted cash gifts will be accepted and acknowledged through the normal accounting procedures of St. Paul Lutheran Church of Sheboygan Falls, WI.
2. Designated or restricted gifts can be accepted. Benefactors should be encouraged to contribute to the restricted funds categories that the SPEFC has previously approved. Please see Appendix A of the St. Paul Endowment Fund Document for a list of current approved funds. If that is not possible the committee must then review and approved/reject the proposed endowment. The SPEFC has responsibility for accepting memorials and tributes and for establishing appropriate recognition procedures.
3. Receipt of non-cash gifts is the responsibility of the SPEFC. The Committee reserves the right to return any gift determined to be unacceptable because of value, environmental issues, marketability or any other reason deemed problematic to St. Paul Lutheran Church of Sheboygan Falls, WI.
4. The SPEFC will immediately liquidate all non-cash gifts (including real estate). Gifts of stock, various kinds of securities, insurance products, automobiles, animals, jewelry and other items of value must be unencumbered and given outright to St. Paul Lutheran Church of Sheboygan Falls, WI. If the gift is deemed acceptable to the Committee, the gift will immediately be sold in a manner deemed most appropriate by the Committee.
5. All gifts of real estate must be given with an appropriate title search, environmental evaluation, survey and appraisal. Transfer and environmental assessment costs are to be born by the donor. The donor will also generally be required to provide an environmental hazard surety document (hold-harmless). Gifts of real estate must also be unencumbered with liens, litigation or any other potential liability for St. Paul Lutheran Church of Sheboygan Falls, WI. Before title is accepted the SPEFC reserves the right to reject the gift.
6. All non-cash gifts will be acknowledged in a dated letter from the Chair of the SPEFC, which will include a description of the gift. There will be no appraisal, acknowledgement of

appraisal, or determination of value offered in the acknowledgement process. The donor has sole responsibility to the Internal Revenue Service for identifying the value of any non-cash gift.

7. Any questions regarding this policy should be referred to the Chair of the SPEFC.

These policies will be subject to review and change from time to time and may be amended by the SPEFC.

# ST. PAUL LUTHERAN CHURCH ENDOWMENT FUND

## Appendix E

### Guidelines for Establishment of Bylaws for Restricted/Dedicated Funds

#### Introduction

This template was established by the St. Paul Endowment Fund Committee (SPEFC). The intent of this document is to provide guidance to Ministry Action Team (MAT) members and SPEFC members when overseeing dedicated endowment funds. Please note that the terms “Restricted” and “Dedicated” are identical as far as this document is concerned.

Each dedicated fund must have a duly appointed and/or elected MAT that oversees the fund. The process of overseeing a dedicated fund includes the following responsibilities: fund promotion, receiving and processing grant applications, distributing grant funds, monitoring grants and establishing bylaws for policy establishment and enforcement of the dedicated fund.

Please note that the overall SPEFC performs all of the following responsibilities: establishing bylaws that collectively apply to all funds (dedicated/unrestricted), establishing investment procedures, determining the amount of available grant monies, financial reporting, overall Endowment Fund promotion, etc. Please review the SPEFC bylaws document before establishing an individual fund’s bylaws.

This document provides guidance on all of the foregoing MAT responsibilities in the form of bylaws guidelines. MAT members must establish bylaws for their dedicated fund. These bylaws must be in accordance with the policies of St. Paul and the bylaws of the St. Paul Endowment Fund. Once the bylaws are drafted they must be approved by the SPEFC and formally recorded as an Appendix in the St. Paul Endowment Fund Bylaws document.

#### Required components dedicated fund bylaws

- A. **Background** – this section is intended to capture the reason the fund is being established and a short history of the benefactor or a devotional statement in memory of the benefactor, if applicable.
- B. **Mission or Purpose of the fund** – this section contains the reason(s) for establishing the fund.
- C. **Operating Mechanisms of the Fund** – this section has several components which are intended to formalize how the fund will operate on a perpetual basis. Remember that, unlike we humans, an endowment fund is intended to live-on forever. Having good documentation for your successors is important.
  1. **Administration** – Each dedicated fund is lead by a group of individuals called the Ministry Action Team or MAT. This team’s main function is to oversee the grant application/request and grant approval processes; helping to fulfill the mission of the fund.
  2. **MAT appointments** – After the point that the initial dedicated fund is formed the Ministry Action Team members will need to be appointed. Initial appointments are made by the SPEFC in conjunction with the Church Council. Subsequent appointments are governed by the dedicated fund’s bylaws, which must document the process for appointment and/or election of the specific dedicated fund MAT. Any nominations, elections and/or changes to membership must be documented in MAT meeting minutes and are subject to approval from the SPEFC and church council. Each MAT should understand that SPEFC members have a standing invitation to participate in of the team meetings.
  3. **Guidelines for determining grant amounts** - The St. Paul Endowment Fund bylaws states that St. Paul intends to annually disburse between 5% and 7% of the endowment fund balance within a given year. Each Dedicated fund will receive a prorated portion of this annual disbursement. Based upon the number of applicants and/or requests for grants, the dedicated fund’s MAT may choose to extend grants up to the maximum amount allocated. The MAT should have guidelines for how they intend to allocate specific amounts amongst multiple grant requests.

4. **Guidelines for determining grant allocation** - Document the general guidelines for how grants from the fund will be made available. For example, 60% for Lutheran educational grants and 40% for St. Paul mission trips.
5. **Grant Request/Applications** – Grant requests must be explicitly linked to the St. Paul mission and must be documented. Generally, a specific form should be established. Appendix B of the St. Paul Endowment Fund Bylaws has a sample form that can be customized to the needs of the dedicated fund. The MAT should document the process and deadlines for applying for a grant from the fund and add it to the bylaws. A list of grant applications must be contained in the MAT minutes, a copy of which should be forwarded to the SPEFC Secretary.
6. **Eligibility Rules** – If applicable, document the eligibility requirements and dates related to the granting process.
7. **Approval of Grant Applications** - Document the process for reviewing and approving grant applications and/or requests. Here are some specific required elements that must be considered before approving a grant:
  - In addition to St. Paul general policies, all St. Paul Endowment Fund bylaws must be applied by MAT's.
  - Grants must be aligned to the Mission of St. Paul.
  - We encourage MATS to give stronger consideration to grant applications that:
    - have near-term payback/results
    - are project-based and/or results-based, as opposed to grants made to support the operation of a ministry
    - are performed by and/or directly benefit the St. Paul congregation.
  - All grants must be approved by the MAT in a team meeting. Reasons for prioritization and/or elimination of any grant candidates must be documented in the meeting minutes. Reasons for approval of the final grantees must also be documented in the meeting minutes. Determinations of the final amounts and grantees names must be in meeting minutes. The Secretary of the SPEFC must be copied on MAT meeting minutes.
  - A letter of congratulations should be extended to the grantee on St. Paul letterhead. This letter should also spell out any and all stipulations placed upon the grantee from the MAT. Stipulations should include the following items:
    - The SPEFC requires that grantees willingly share the impact that the grant has made on their mission via written “status reports”
    - The grantees must be agreeable to make presentations to the St. Paul congregation.
    - The term that the grant is effective for and any specific ways in which the grant is to be spent. Receipts for expenditures should be required and submitted.
    - Grants should be time limited (i.e. used within one year).
  - The SPEFC requires that grantees regularly update the MAT as to progress being made with their funds.
  - MAT's are encouraged to track their grants in a spreadsheet. The spreadsheet should contain the following elements: date grant made, amount of grant, amount spent, grantee name, description of the grant.
8. **Operational Changes** - Document the process for changing any of the above. Please note that SPEFC approval is required for any change to a dedicated fund's bylaws. Additionally, any questions or suggestions for improvement on the template or the process should be directed to the SPEFC.

As a reminder the MAT's draft bylaws document must be submitted to the SPEFC. The SPEFC will coordinate the approval process with the Church Council and will provide any necessary feedback to the benefactor.

### **Important note on the process for accepting donations**

An MAT cannot accept donations directly. It is especially important to note that MAT members should not give any indication to a potential benefactor of the potential for acceptance of a donation that establishes new restrictions to a dedicated endowment fund. If a donor wants to approach the MAT about a donation the following steps should be followed. Initial contact and preliminary discussions are held between the benefactor and the SPEFC representatives to help frame the bequest (if possible) and the ensuing dedicated fund. SPEFC representatives will also interface with Church Council and Pastor/Ministry staff as necessary. In conjunction with acceptance of the bequest the SPEFC will determine the dedicated fund that the funds will flow into.

ST. PAUL LUTHERAN CHURCH ENDOWMENT FUND  
Appendix F

**Bylaws Documents for Restricted/Dedicated Funds**

<b>Number</b>	<b>Restricted Fund</b>
F1	The Albertin Fund
F2	Early Childhood, Children and Youth
F3	TGP

Appendix F1  
St. Paul Endowment Fund  
Bylaws for the Albertin Dedicated Funds  
April 19, 2022

**Background**

Reverend Edward W. Albertin served his Lord and his Church in the ordained ministry for 47 years. After graduating from Concordia Theological Seminary, St. Louis on June 6, 1935 his ministry began at Bethlehem Lutheran Church in Sheboygan, WI where he served as Assistant Pastor and teacher in the parochial school. After two years he was called to be Pastor of St. Paul Lutheran Church in Sheboygan Falls, WI. He faithfully served the congregation at St. Paul until 1977, when he retired from full-time service. For five years after his retirement he faithfully continued his service to the St. Paul congregation as Pastor Emeritus.

It can truly be said that Pastor Albertin dedicated his life to serving the Lord and His Church. He actively served right up to his death in 1982. During his long service at St. Paul he exhibited a constant interest in the local community and the LCMS church. His ministry was testimony to the power of the Gospel of Jesus Christ. His willingness to share himself so generously with all those in need was an example and inspiration to all that knew him.

**Mission or Purpose of the Fund**

Throughout his ministry Pastor Albertin sought to fulfill the Great Commission of our Lord: “Go therefore and make disciples of all nations...” (Matthew 28:19). The Edward W. Albertin Memorial Fund was established to keep alive the work he felt so vitally important to the mission of the LCMS church.

Contributions to the Edward W. Albertin Fund will be invested to insure continuation of his work. Interest earned from the memorial fund will be distributed annually to fulfill the following purposes:

- Education of the members of the St. Paul congregation in full-time professional church work within LCMS, and
- Provide grants for LCMS missions outside the local St. Paul mission expenses and obligations.

The Edward W. Albertin Living Memorial Fund is administered by the Albertin Fund Ministry Action Team of the St. Paul Endowment Fund Committee. Any questions you might have about the fund can be addressed to St. Paul staff and they will refer you to a Ministry Action Team member.

**Operating Mechanisms of the Fund**

**Administration**

The Albertin Fund is lead by a group of individuals called the Albertin Ministry Action Team (MAT). The fund operations will be administered by the following individuals: Head Pastor of St. Paul, President of the St. Paul Congregation and a family member or relative of Edward W. Albertin family. This team’s main function is to oversee the grant application/request and grant approval processes; helping to fulfill the mission of the fund.

If at a given point in time it is determined that this fund cannot be effectively administered by the above three positions the family and the SPEFC will seek to nominate two additional members from the

Congregation. If we are unable to obtain the services of a member of the Albertin family the congregation is to appoint a representative at its annual meeting. Any new nominations and/or changes to MAT membership will be documented in MAT meeting minutes and must be approved by the SPEFC and ultimately the church council.

A minimum of one MAT meeting will be conducted every year and all members will be invited to the meetings.

### **Guidelines for determining grant amounts**

The St. Paul Endowment Fund Bylaws document states that St. Paul intends to annually disburse between 5% and 7% of the endowment fund balance within a given year. The Albertin Dedicated Fund will receive a prorated portion of this annual disbursement. The proration is calculated based upon the Albertin Dedicated Fund's balance when compared to the balance of all St. Paul Endowment Funds.

Based upon the number of applicants and/or requests for grants, the Albertin Fund Ministry Action Team may choose to extend grants up to the maximum amount allocated. Any undistributed amount of the prorated portion will be reinvested in the Albertin Restricted Fund.

The Albertin Fund Ministry Action Team will use the following guidelines in determining the amounts allocated for disbursement. The percents listed are approximate reflecting the priority of the two types of grants:

- 60% for educational grants to individuals pursuing full time careers in Pastoral Ministry and aid to individuals studying to become a full time Minister of Religion commissioned in a LCMS operated institution.
- 40% for missions outside the local St. Paul mission expenses and obligations. This 40% for missions can be utilized in the area of education in a given year if the Albertin Fund Ministry Action Team determines that special educational needs are present.

Additionally, the Albertin Fund has established the following priorities:

- Primary or First – Aid to a person studying for the Pastoral Ministry.
- Second – Aid to a person studying to become a full-time educator in a church operated institution.
- Third Aid to a person studying to become a deacon or lay worker in the church.

If there are a large number of grant applications for the Albertin Grant fund in a given year the MAT will attempt to allocate specific amounts amongst multiple grant requests. Alternatively, the MAT may consider making grants to the most qualified of candidates.

### **Grant Applications**

The Albertin Grant application is contained within the Fund's brochure. A copy of that brochure is contained in Appendix B. Please note that the original brochure/application document is kept on file in the church office. Additionally, the Albertin Fund has a more detailed application that is used to assess the needs of the candidate. A copy of that form is also included in the Appendix A

Grant applications are reviewed annually. Grants are generally extended in August to coincide with the current academic year beginning in fall of the same year. A list of grant applications must be contained in the Albertin Fund MAT minutes, a copy of which must be forwarded to the SPEFC Secretary. Potential grantees may not apply for a grant that is in excess of that year's tuition and reasonable text-book or other fees. No housing or other living expenses are to be considered in making the grant.

### **Eligibility Rules**

As stated previously educational grants are available to individuals pursuing full time careers in Pastoral Ministry and aid to individuals studying to become full time Minister of Religion commissioned in a LCMS operated institution. Non-educational grants may be made at the discretion of the Albertin Fund MAT. Non-educational grants can be utilized in the area of education in a given year if Albertin Fund Ministry Action Team determines that special educational needs are present.

Candidates for educational grants must be members of the St. Paul Congregation and must complete the detailed application as depicted in Appendix A. Additionally, the grant recipient must be willing to accept moral obligations to repay the funds within a reasonable period of time, when/if a career in the Lutheran Church is not pursued. No grantee may receive more years of aid than would normally be expected to complete a curriculum. Total aid from all sources must not exceed the cost of educational expenses.

### **Approval of Grant Applications**

All grants must be approved by the Albertin Fund MAT in a team meeting. Reasons for prioritization and/or elimination of any grant candidates must be documented in the meeting minutes. Reasons for approval of the final grantees must also be documented in the meeting minutes. Determinations of the final amounts and grantees names must be in meeting minutes. The Secretary of the SPEFC must be copied on MAT meeting minutes.

A letter of congratulations will be extended to the grantee on St. Paul letterhead. This letter should also spell out any and all stipulations placed upon the grantee from the MAT.

Stipulations could include the following items:

- Grantees are required to willingly share the impact that the grant has made on their mission via written "status reports" if requested.
- Grantees must be agreeable to make occasional presentations to the St. Paul congregation if requested.
- Grantees must provide documentation of expenditures and status reports to the Albertin Fund MAT if requested.
- Grants are extended for a period of one year.
- The grantee is requested to repay the funds, within a reasonable period of time, if the grantee is no longer pursuing a career within LCMS.

The Albertin MAT maintains a spreadsheet to track their grants. This spreadsheet contains the following elements: date grant made, amount of grant, amount spent, grantee name, description of the grant.

### **Operational Changes**

Bylaw changes must be approved by a majority of the Albertin Fund MAT members. SPEFC approval is required for any change to a dedicated fund's bylaws. In some cases Church Council approval may also be warranted. However, these bylaws must stay consistent with the fund's mission as described above.

**Appendix F2**  
**St. Paul Endowment Fund**  
**Bylaws for The Early Childhood, Children and Youth Dedicated Fund**  
**January 2, 2012**

**Mission or Purpose of the fund**

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The Congregation of St. Paul is dedicated to connecting children and youth to Christ. For this reason St. Paul has established several ministries whose expressed purpose is to help children, during their critical formative years, to make a life-long connection to Christ. These ministries include - Child Care, Preschool/4K, Children's Ministry and Youth and Family Ministry. These ministries seek to create a fun and educational environment where our children and youth can feel God's love as they grow closer to Christ. Over the years these ministries have helped many young person's to meet, know and serve the Lord Jesus with their lives. Earnings from this fund will be distributed annually to support these church ministries.

**Operating Mechanisms of the Fund**

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**Administration**

The Early Childhood, Children and Youth Dedicated Fund is led by a group of individuals called the Early Childhood, Children and Youth Ministry Action Team (MAT). This team's main function is to oversee the grant application/request and grant approval processes, helping to fulfill the mission of the fund.

Initial appointments are made by the St. Paul Endowment Fund Committee (SPEFC) in conjunction with the Church Council. The MAT consists of the Director of the Early Childhood Early Learning Center, The Director of Children's Ministry and The Director of Youth and Family Ministry. A minimum of one MAT meeting will be conducted every year in May or June and all members will be invited to the meetings.

**Guidelines for determining grant amounts**

The St. Paul Endowment Fund Bylaws document states that St. Paul intends to annually disburse between 5% and 7% of the endowment fund balance within a given year. The Early Childhood, Children and Youth Dedicated Fund will receive a prorated portion of this annual disbursement. The proration is calculated based upon the Early Childhood, Children and Youth Dedicated Fund's balance when compared to the balance of all St. Paul Endowment Funds.

Based upon the number of applicants and/or requests for grants, the Early Childhood, Children and Youth Dedicated Fund Ministry Action Team may choose to extend grants up to the maximum amount allocated. Any undistributed amount of the prorated portion will be reinvested in the Early Childhood, Children and Youth Dedicated Fund.

A list of grant applications must be included in the MAT minutes, a copy of which must be forwarded to the SPEFC Secretary.

**Eligibility Rules**

Requests for grants are to be made for non-consumable supplies or equipment that enhances the ministry of the Early Learning Center, Children's Ministry or Youth Ministry and are intended for regular usage.

**Approval of Grant Applications**

All grants must be approved by The Early Childhood, Children and Youth Dedicated Fund MAT in a team meeting. Reasons for prioritization and/or elimination of any grant candidates must be documented in the meeting minutes. Reasons for approval of the final grantees must also be documented in the meeting minutes. Determinations of the final amounts and grantees names must be in meeting minutes. The Secretary of the SPEFC must be copied on MAT meeting minutes.

A letter of congratulations will be extended to the grantee on St. Paul letterhead. This letter should also spell out any and all stipulations placed upon the grantee from the MAT.

Stipulations should include the following items:

- Grantees are required to willingly share the impact that the grant has made on their mission via written “status reports”
- Grantees must be agreeable to make occasional presentations to the St. Paul congregation.
- Grantees must provide documentation of expenditures and regular status reports to The Early Childhood, Children and Youth Dedicated Fund MAT.
- Grants are extended for a period of one year.

The Early Childhood, Children and Youth Dedicated Fund MAT will maintain a spreadsheet to track their grants. This spreadsheet will contain the following elements: date grant made, amount of grant, amount spent, grantee name, description of the grant.

#### **Operational Changes**

Bylaw changes must be approved by a majority of The Early Childhood, Children and Youth Dedicated Fund MAT members. SPEFC approval is required for any change to a dedicated fund’s bylaws. In some cases Church Council approval may also be warranted. However, these bylaws must stay consistent with the fund’s mission as described above.

Appendix F3  
St. Paul Endowment Fund  
Bylaws for The Gathering Place Dedicated Funds  
April 3, 2012

**Background**

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The idea of The Gathering Place began as a response of the pastors to a crisis they were observing in the lives of many members. They saw the caregivers of individuals with Alzheimer's disease faced with the 24/7 care of their loved ones experiencing high levels of burnout. Pastor Mark Janzen said, "By the time the caregivers called us, they were burned out and one even indicated a disdain for their loved one. It was shocking to hear that."

A little bit of investigation revealed that there were no current day programs in Sheboygan County that were designed specifically to assist families in this predicament. The simple question in December of 2006 of, "Can we start one?" launched the formation of The Gathering Place Ministry team and 14 months of planning for the program now called The Gathering Place.

The Gathering Place program was then developed with the help of talented and knowledgeable volunteers. The initial team consisted of our Associate Pastor Mark Janzen and 5 volunteers with banking, social work and long-term care training. A grant from the Brookdale Foundation, the church sponsored "Fan Into Flame" stewardship program in 2007, and the Helen Bader Foundation provided initial start-up and financial support. After 14 months of planning, the first day opened in 2008, second day in 2009 and the third day at the end of 2011.

**Mission or Purpose of The Gathering Place**

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"Sharing Christ's love" by providing a safe place for people with dementia and offering caregivers respite, education and encouragement.

**Mission or Purpose of the Fund**

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The mission of the fund is to build resources for the sustainability of the program.

**Vision**

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Our vision is to offer a safe and caring place for adults with dementia. Trained, experienced staff and volunteers will provide a structured environment and planned activities to facilitate quality of life for participants. With a goal of relieving stress and maintaining care at home as long as possible, we will offer respite, support and education for caregivers.

**Values:**

- We value quality of life for people with dementia
- We desire to share Christ's love in word and action with people affected by dementia and with their caregivers
- We desire to enhance the physical, social, spiritual and emotional needs of participants and their caregivers
- We value caregivers and desire to provide respite, support and education so they may continue in a care giving role as long as possible
- We value dignity, respect and self-worth for all individuals

**Operating Mechanisms of the Fund**

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**Administration**

The Gathering Place Fund is lead by a group of individuals called The Gathering Place Ministry Action Team (MAT). The fund operations will be administered by the following individuals: Executive Director, one member of the TGP ministry team and one volunteer. This team's main function is to oversee the disbursement of allocated funds and help fulfill the mission of the fund.

Any new nominations and/or changes to MAT membership will be documented in MAT meeting minutes and must be approved by the SPEFC and ultimately the church council.

A minimum of one MAT meeting will be conducted every year and all members will be invited to the meetings. At this meeting the MAT will meet to discuss the income allocation to any grant applications.

**Grant Approval Process**

At the annual MAT meeting all grant applications will be reviewed. Grants will be made, up to the limit of the TGP income allocation, by a simple majority vote. Reasons for deprioritizing and/or eliminating any grant applications will be documented in the meeting minutes. Reasons for approval of the final grantees will also be documented in the meeting minutes. Determinations of the final amounts and grantees names must be in meeting minutes. The Secretary of the SPEFC must be copied on MAT meeting minutes. A history log of grants made for the TGP Endowment will be maintained and sent annually to the SPEFC.

A letter of congratulations will generally be extended to the grantee on St. Paul letterhead. This letter should also spell out any and all stipulations placed upon the grantee from the MAT. Stipulations should include the following items:

- TGP requires that grantees willingly share the impact that the grant has made on their mission via written "status reports".
- The grantees must be agreeable to make presentations to the St. Paul congregation.
- The term that the grant is effective may not exceed one year. If appropriate we may set specific stipulations to the way in which the grant is to be spent. Receipts for expenditures will be required and submitted.

### **Operational Changes**

Bylaw changes must be approved by a majority of The Gathering Place Fund MAT members. SPEFC approval is required for any change to a dedicated fund's bylaws. In some cases Church Council approval may also be warranted. However, these bylaws must stay consistent with the fund's mission as described above.

# ST. PAUL LUTHERAN CHURCH ENDOWMENT FUND

## Appendix G

### Grant Distribution Examples

		GRANT DISTRIBUTION EXAMPLES				
		EXAMPLE 1	EXAMPLE 2	EXAMPLE 3	EXAMPLE 4	EXAMPLE 5
Prior Year	Fund Balance 1/1/2014	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
	2014 Distribution (5%)	0.05	0.05	0.05	0.05	No Distribution
	2014 Distribution \$	\$15,000	\$15,000	\$15,000	\$15,000	\$0
	Fund balance following Distribution	\$285,000	\$285,000	\$285,000	\$285,000	\$300,000
Mkt Perf & Gifts	Market Performance	Up Slightly	Up	Up Slightly	Down	Up Slightly
	Additional Gifts to the Fund	None	\$20,000	None	\$20,000	\$10,000
Distribution Calculations Prior to Adjustment for New Gifts	Fund Balance 1/1/2015	\$310,000	\$345,000	\$290,000	\$255,000	\$320,000
	2015 Distribution (5%)	0.05	0.05	0.05	0.05	0.05
	2015 <u>Target</u> Distribution \$ Prior to New Gifts	\$15,500	\$17,250	\$14,500	\$12,750	\$16,000
	2014 Distribution \$	\$15,000	\$15,000	\$15,000	\$15,000	\$0
	+ 5%	1.05	1.05	1.05	1.05	1.05
	Maximum 2015 Distribution	\$15,750	\$15,750	\$15,750	\$15,750	\$0
	2014 Distribution \$	\$15,000	\$15,000	\$15,000	\$15,000	\$0
	- 5%	0.95	0.95	0.95	0.95	0.95
	Minimum 2015 Distribution	\$14,250	\$14,250	\$14,250	\$14,250	\$0
	2015 Target Distribution Allowed? (The 2015 Target Distribution can not exceed the 2014 Distribution by more than + / - 5%)	Yes	No	Yes	No	Yes
2015 Distribution Prior to New Gifts	\$15,500	\$15,750	\$14,500	\$14,250	\$16,000	
Adjust. For Add. Gifts	Additional Gifts	\$0	\$20,000	\$0	\$20,000	\$10,000
	5% Distribution of New Gifts	0.05	0.05	0.05	0.05	0.05
	5% \$ Distribution of New Gifts	\$0	\$1,000	\$0	\$1,000	\$500
	<b>2015 Total Distribution</b>	<b>\$15,500</b>	<b>\$16,750</b>	<b>\$14,500</b>	<b>\$15,250</b>	<b>\$16,500</b>

Appendix G continued:

It is the intention of the St. Paul Lutheran Church Endowment Fund to target a distribution of 5% of the endowment's prior year balance. The distribution should not increase or decrease more than 5% annually, adjusted for new assets acquired by the fund prior to the previous yearend. This policy will limit the increased distributions from the fund in periods of increased returns, while supplementing expected distributions in periods of below average returns. The distribution will be based on the fair market