

Catherine H. Hoffner Career Scholarship and Youth Mission Fund
An endowed fund of
St Luke's Lutheran Church, Mt Ulla, NC

1.0 The Fund

Summary: A perpetual fund dedicated to supporting life-long education for career advancement and for encouraging and enabling hands-on St Luke's youth-group mission experiences.

1.1 Initial and Subsequent Funding

A fund has been established, initially by Mr. Glenn Hoffner and to which others may subsequently contribute, from which the scholarship grants and youth mission grants will be awarded. The principal of the fund is to be invested in a moderately conservative to moderately aggressive manner, balancing risk and return, at the discretion of the Fund Administration Team and Congregation Council and to be invested at/through an independently qualified financial institution such as a bank, ELCA Mission Investment Fund, Thrivent, etc. In order that the fund be perpetual only a limited portion of principal shall be used for grants, and the remainder of the investment proceeds shall be re-invested in order that the fund principal may grow and provide some adjustment for inflation.

1.2 Investment Proceeds

Each year the investment proceeds will first be used to pay for any normal and necessary expenses of the investment and administration of the fund. The fund is anticipated to be self-supporting, and neither St Luke's nor any individuals on the Fund Administration Team are expected to or will be responsible for paying for any expenses for the operation or continuation of the fund.

Each year, a percentage of total assets of the fund shall be distributed as grants. The default percentage to be drawn for distribution shall be 4%. The investment team may, with council approval, adjust this percentage up or down based on fund balance and market performance. Any such adjustment shall be made and published prior to the annual announcement and awarding of grants for that year.

Of the funds drawn for grants,

1/3 shall be made available as *St Luke's Youth Group Mission Experience Grant(s)*

2/3 shall be made available as a pool for individual *Career Advancement Scholarship Grant(s)*

In order that the specific situations of each year may best be accommodated, such as if no youth mission experiences are engaged and/or if there are few or no eligible applicants for the scholarship grants, the administration team may, with the approval of congregation council, disperse less than the available Youth Group Mission Experience Grant(s) and/or less than the available Career Advancement Scholarship Grant(s). Any funds not dispersed shall be retained and reinvested as principal.

1.3 Distribution of Excess Funds

If, in the course of time, the fund balance has increased to the point that investment proceeds are consistently above and beyond those that can be reasonably expected to be distributed in an extended foreseeable future, the Fund Administration Team, jointly with the congregation council, and with the approval of the congregation, may re-allocate a portion of the principal at that time to benefit a different purpose supporting a St Luke's ministry effort that is in keeping with the intent of building and or sharing the faith, particularly investment in ministry programs that connect with and serve the community. Any reallocation of principal is limited such that the remaining principal, dedicated for original purposes, may not be less than the original funds contributed at inception of the fund.

1.4 Fund Dissolution

If, over the course of time, St Luke's Lutheran Church is no longer able to effectively support and administer the fund due to lack of membership, lack of a willing Fund Administration Team, ceasing to serve the community as an ELCA chartered congregation or other similar reason, the fund may be dissolved and funds repurposed. Such dissolution will be arranged only in consultation with and the approval of the Synodical Bishop, and the resulting remaining funds can only be given toward a ministry that is in keeping with the intent of building and or sharing the faith, particularly investment in ministry programs that connect with and serve the community, and which is independent of the remaining congregation and its members, and which operates and serves within North Carolina.

2.0 Fund Administration Team

Summary: A small team of individuals are commissioned to administer the fund, oversee investment of the principal, disbursement of the grants, necessary accounting and reporting, and management of other regulatory requirements and documentation.

2.1 Team Duties

The Fund Administration Team is anticipated to meet occasionally as needed, more often during the periods of receiving, reviewing and approving of grant applications.

The Fund Administration Team is responsible for the following:

- a) Oversight of the investment of the fund principal
- b) Maintenance of good accounting records following acceptable standards
- c) Annual public announcement of application dates and timeline, within the congregation, of the St Luke's Career Advancement Scholarship Grants program.
- d) Soliciting and reviewing applications for St Luke's Career Advancement Scholarship Grants
- e) Approval and Disbursement St Luke's Career Advancement Scholarship Grants within guidelines as outlined in Section 3.
- f) Review proposal/requests for St Luke's Youth Mission Experience Grants
- g) Approval and Disbursement St Luke's Youth Mission Experience Grants within guidelines as outlined in Section 4.
- h) Preparation of a short annual report for congregational and fund records that includes financial investment institutions and balances, investment returns, total grant requests for each type of grant, grants awarded including names of recipients and pertinent demographic data, amounts distributed, institutions to which funds were distributed on behalf of recipients, and other regulatory or financial data that may be required, etc. as appropriate. The annual report shall be provided to and subject to review by the congregation Audit Committee.
- i) Identification of new team members when necessary based on guidelines as outlined in Section 2.2, 2.3 and 2.4
- j) All other appropriate tasks as necessary.

2.2 Team Members

The Fund Administration Team shall consist of six (6) members that are approved by the Congregation Council to serve a term of three (3) years each. At the time of initial creation of the Team, 2 members of the team will be chosen to serve only a 1 year term, and 2 members of the team shall be chosen to serve a 2 year term. Thereafter, 2 members of the 6 member team will be replaced at the end of their term each year.

2.3 Team Member Eligibility

Team members must be members of St Luke's, active and in good standing, have the endorsement of the congregation council, and be willing to commit themselves to the cause and needs of the fund.

Individuals that have family members that may apply for and be recipients of grants or other benefits from the fund are permitted to serve on the Team, though they are encouraged and advised to recuse themselves from any decisions regarding total amount of funds to be drawn and distributed.

2.4 Replacement and Removal of a Team Member

In the event that a currently serving team member is no longer able to serve for any reason (desire, eligibility, illness or death, etc), the remaining team members in cooperation with the congregation council will identify and select a replacement team member.

The congregation council has the authority to remove a currently serving team member if, in their sole discretion, there is shown to be pertinent cause such as no longer fulfilling eligibility requirements of section 2.3, disability or mental incapacity that affects the ability fulfill the duties and responsibilities of the role, conflict of interest, etc. Council will subsequently work with the remaining team members to identify and select a replacement team member.

2.5 Team Members Serve in a Voluntary Capacity

Team members acknowledge that they neither expect nor shall they receive any financial compensation for their service on the Fund Administration Team.

3.0 St Luke's Career Advancement Scholarship Grants

Summary: One-time, per person, grants in support of St Luke's individuals of any age that are pursuing a degree or certification to begin or retrain for a career.

3.1 Individual Eligibility

Any individual, of any age that has achieved a high-school diploma or equivalency, that is actively engaged in the worship and ministries of St Luke's, may apply. Criteria include, generally, (a) being an active member as per congregational constitution or being an active and engaged non-member, (b) being a consistent participant in the ministries of St Luke's for at least 12 months, (c) if a youth recently graduating high-school, receiving the recommendation of the Youth Director or if an adult receiving the recommendation of the Pastor or a council member, (d) beginning or currently enrolled and attending classes toward a first career or retraining for a new career at an eligible institution. There are no criteria based on financial need, past scholastic performance, or any competitive measure or evaluation.

3.2 Program & Institution Eligibility

Applicants can be pursuing any degree or certification based career program at any appropriately licensed and accredited institution including college, university, community college, trade school or similar apprenticeship/journeyman program (e.g. plumbing, cosmetology, automotive, etc).

3.3 Application for St Luke's Career Advancement Scholarship Grant

Each applicant will be required to complete and submit a Career Advancement Scholarship Grant Application, as documented in the attached appendix. The Fund Administration Team has the authority to update, clarify and otherwise modify the Career Advancement Scholarship Grant Application as necessary in keeping with the general intent of the fund.

3.4 Number and Amounts of Individual St Luke's Career Advancement Scholarship Grants

The total pool of available funds for St Luke's Career Advancement Scholarship Grants for any given year will normally be evenly distributed among all eligible applicants, and all recipients will receive the same disbursement. The following additional considerations and exceptions apply:

- a) There is no pre-set minimum grant due to the pool of funds being distributed over all eligible applicants,
- b) No recipient may receive more than the cost of their educational expenses, therefore a grant to a recipient may be reduced to the maximum of their educational expenses for the period of education covered by their grant.
- c) The grant will be limited to a maximum of \$2500 per recipient, with adjustment for inflation based on the year of inception of the fund, 2017.

- d) If, due to zero or limited eligible applicants in any given year, a reduction in a grant as outlined in section 3.4b, or return of a grant by a recipient due to loss of eligibility, any excess funds in the pool will be reinvested as principal and available for use in future years.

3.5 Limitations of Grant Receipt

An individual may only receive one St Luke's Career Advancement Scholarship Grant. Once an individual has received a grant they will no longer be considered eligible for any future grants.

An exception to the single grant limitation is made for individuals enrolled at an ELCA Lutheran affiliated seminary and who are in a program of study to become a pastor or other rostered leader. Such individuals may apply for, and receive, grants for up to but not exceeding 4 years of study or until the seminary degree is completed, whichever is sooner. In all other regards such individuals are treated like all other applicants.

3.6 Payment of St Luke's Career Advancement Scholarship Grants

St Luke's Career Advancement Scholarship Grants will be paid directly to the institution to which the recipient is enrolled and attending, payable in the recipient's name and creditable to their account. Payments will be made proportional to the number of terms during the academic year, e.g. 2 equal payments (of ½ of the grant, each) for a 2 semester program, 3 for a trimester program, etc.

3.6 Refund/Repayment of St Luke's Career Advancement Scholarship Grants

Should it be determined that a recipient is no longer enrolled at the institution of record, and the institution of record has received the funds in good faith, the fund will not request or demand any refund or repayment of all or a portion of a St Luke's Career Advancement Scholarship Grant from a recipient except in situations of apparent misrepresentation and/or intentional abuse of the grant.

3.7 Taxes

Recipients of all St Luke's Career Advancement Scholarship Grants are responsible for properly reporting and paying state or federal taxes on all grant funds received.

4.0 St Luke's Youth Group Mission Experience Grant(s)

Summary: An annual grant, or grants, to the St Luke's Lutheran Church youth ministry in support of ministry and mission trip experiences in which the youth actively participate and in which the youth go out into the community or world to grow in faith and serve others.

4.1 Mission Experience Eligibility

Mission Experience activities are not rigidly defined. The Fund Administration Team, in cooperation with the Youth Director and congregation council, are given substantial freedom of interpretation within the following guidelines:

- a) Youth are expected to participate, hands on, in the ministry experience. Grant funds cannot be used simply as a gift or offering to some other organization or entity, however well intentioned.
- b) Ministry experiences may be local, regional or national mission experiences in which there is a structured plan for spiritual growth and serving others. Such experiences may include special events such as the ELCA National Youth Gathering, Synodical gatherings, cooperative events with other congregations, etc.
- c) Grants from the fund are expected only to be a supplement to other funds provided by youth and families or through fundraising, such that any individual grant cannot exceed 50% of the total expenses of the mission experience.
- d) A grant, or portion of a grant, may be used at the confidential request of the Youth Director in order to provide special support for individual(s) that are otherwise financially unable to

participate in a mission experience, so that a youth or their family's lack of financial resources does not preclude their participation.

4.2 Request for St Luke's Youth Mission Experience Grant

The St Luke's Youth Director shall prepare and present a St Luke's Youth Mission Experience Grant Request, as documented in the attached appendix, in advance of the mission experience.

4.3 Number and Amounts of St Luke's Youth Mission Experience Grant

There are no pre-set limits, minimum or maximum, of the number of St Luke's Youth Mission Experience Grants that the Youth Director may request in any given year. Likewise, there is no minimum or maximum amount for any one request. The total amount granted, however, may not exceed the total amount of the investment proceeds pool that was allocated toward St Luke's Youth Mission Experience Grant for that year.

4.4 Payment of St Luke's Youth Mission Experience Grant

A St Luke's Youth Mission Experience Grant may be paid out, at the Fund Administration Team's discretion and in consultation with Youth Director, either prior to or after the mission experience event, as is most appropriate for that event, best meets the needs of the event, and as is reasonable in relation to the timing of the request.

Appendix 1

Application for St Luke's Career Advancement Scholarship Grant

Through the generosity of contributors to the Catherine H. Hoffner Career Scholarship and Youth Mission Fund, St Luke's Lutheran Church of Mt Ulla, NC offers one-time, per person, grants in support of St Luke's individuals of any age that are pursuing a degree or certification to begin or retrain for a career.

A summary of the terms of eligibility of individuals and institutions and the amounts and process for grant awards is provided on the back of this application page. Refer to official Fund Documents for additional details. Please obtain your appropriate recommendation prior to submitting your application.

Applicant Information

Name _____

Address _____

Phone _____ Email _____

Institution Information

Name of Institution you plan to attend this fall: _____

Mailing Address _____

What program of study are you pursuing? _____

What are the start dates for upcoming terms you will be attending: (Fall, Winter, Spring, etc)

Have you already applied? Y / N

Have you been accepted? Y / N

What is your student # or ID for submitting grant check to institution? _____

Recommendation (as appropriate, for youth or adult requesting a grant)

Youth Leader _____ (name) _____ (signature)

Pastor or
Council Member _____ (name) _____ (signature)

As an active participant in the life and ministry of St Luke's Lutheran Church, I am endeavoring to begin or advance my career through advanced education and request a Catherine H. Hoffner Career Advancement Scholarship Grant to assist me in this effort. I have reviewed and accept the terms of the scholarship program.

Signature of Applicant _____ Date _____

Please return this completed form to:

St Luke's Scholarship Committee, St Luke's Lutheran Church 11020 NC Hwy 801, Mt Ulla, NC 28125

Summary Information about the St Luke's Career Advancement Scholarship Grant

(refer to official Fund Documents for additional details)

Any individual, of any age that has achieved a high-school diploma or equivalency, that is actively engaged in the worship and ministries of St Luke's, may apply. Criteria include, generally, (a) being an active member as per congregational constitution or being an active and engaged non-member, (b) being a consistent participant in the ministries of St Luke's for at least 12 months, (c) if a youth recently graduating high-school, receiving the recommendation of the Youth Director or if an adult receiving the recommendation of the Pastor or a council member, (d) beginning or currently enrolled and attending classes toward a first career or retraining for a new career at an eligible institution. There are no criteria based on financial need, past scholastic performance, or any competitive measure or evaluation.

Applicants can be pursuing any degree or certification based career program at any appropriately licensed and accredited institution including college, university, community college, trade school or similar apprenticeship/journeyman program (e.g. plumbing, cosmetology, automotive, etc).

The total pool of available funds for St Luke's Career Advancement Scholarship Grants for any given year will normally be evenly distributed among all eligible applicants, and all recipients will receive the same disbursement. The following additional considerations and exceptions apply:

- a) No recipient may receive more than the cost of their educational expenses
- b) The grant will be limited to a maximum of \$2500 per recipient, adjusted for inflation
- c) An individual may only receive one St Luke's Career Advancement Scholarship Grant.
- d) An exception to the single grant limitation is made for individuals enrolled at an ELCA Lutheran affiliated seminary and who are in a program of study to become a pastor or other rostered leader. Such individuals may apply for, and receive, grants for up to but not exceeding 4 years of study or until the seminary degree is completed, whichever is sooner.

St Luke's Career Advancement Scholarship Grants will be paid directly to the institution to which the recipient is enrolled and attending, payable in the recipient's name and creditable to their account. Payments will be made proportional to the number of terms during the academic year, e.g. 2 equal payments (of ½ of the grant, each) for a 2 semester program, 3 for a trimester program, etc.

Recipients of all St Luke's Career Advancement Scholarship Grants are responsible for properly reporting and paying state or federal taxes on all grant funds received.

Appendix 2 Request for St Luke's Youth Mission Experience Grant

Through the generosity of contributors to the Catherine H. Hoffner Career Scholarship and Youth Mission Fund, St Luke's Lutheran Church of Mt Ulla, NC encourages and hopes to enable hands-on St Luke's youth-group mission experiences in which the youth actively participate and in which the youth go out into the community or world to grow in faith and serve others.

A summary of the Youth Mission Fund and related eligibility of mission experiences and use of funds is provided on the opposite page. Refer to official Fund Documents for additional details.

Requested By: _____ (name of St Luke's Youth Leader)

Date of Request: _____

Date Funds are Required _____

\$ _____ Amount Requested

\$ _____ Additional Amount Being Raised/Paid By Youth, Families and Other Sources

Description of Planned Mission Experience *(separate attachments may be used, as appropriate)*

Please share with us an outline of activities and experiences planned, location, age range(s) of youth that are participating, whether other churches, Synod of other groups are also participating, etc.

In order to provide the youth mission experience described above, I request a Catherine H. Hoffner Youth Mission Experience Grant to assist us in this effort. I have reviewed and accept the terms of the grant program.

Signature of Requester _____ Date _____

Fund Administration Team Review		
Date: _____	Approved: Y / N	Amount Approved \$ _____

Summary Information about the St Luke's Youth Mission Fund

(refer to official Fund Documents for additional details)

Mission Experience activities are not rigidly defined. The Fund Administration Team, in cooperation with the Youth Director and congregation council, are given substantial freedom of interpretation within the following guidelines:

- a) Youth are expected to participate, hands on, in the ministry experience. Grant funds cannot be used simply as a gift or offering to some other organization or entity, however well intentioned.
- b) Ministry experiences may be local, regional or national mission experiences in which there is a structured plan for spiritual growth and serving others. Such experiences may include special events such as the ELCA National Youth Gathering, Synodical gatherings, cooperative events with other congregations, etc.
- c) Grants from the fund are expected only to be a supplement to other funds provided by youth and families or through fundraising, such that any individual grant cannot exceed 50% of the total expenses of the mission experience.
- d) A grant, or portion of a grant, may be used at the confidential request of the Youth Director in order to provide special support for individual(s) that are otherwise financially unable to participate in a mission experience, so that a youth or their family's lack of financial resources does not preclude their participation.