2019

FIRST IMMANUEL LUTHERAN CHURCH

ENDOWMENT FUND APPLICATION FORM

INFORMATION AND INSTRUCTIONS

PURPOSE

**The current mission statement for First Immanuel Lutheran Church is “A Welcoming Community, Centered in Christ’s Love, Joyfully Reaching Out Together.”**

To support this mission, and to provide the congregation with a mechanism for perpetual giving, First Immanuel Lutheran Church (FILC) has created an Endowment Fund (Fund A). This Fund will be used to enhance the mission and ministry of FILC in addition to and apart from its yearly operating budget. Disbursements from this Fund will be specifically designated for social ministry outreach, evangelism outreach, and to support building improvements.

The FILC Endowment Fund Committee also manages the Doris Palmblad World Missions Fund (Fund B). The purpose of this Fund is to do Christ’s work worldwide, caring for God’s people outside the United States. Any remaining disbursements not distributed to specific projects in a given year will be given to ELCA Global Missions via the Oregon Synod.

The amount of moneys available for distribution, and the distribution schedules for both Funds A and B, will be announced in January of each year. The applicant may contact the church office for this information (503/226-3659).

APPLICATION & DISTRIBUTION PROCESS

Applications for Endowment Fund A and Fund B monies must be reviewed and approved by an FILC sponsoring committee.

STEP 1: Applicants for Endowment Fund A and Fund B monies submit applications to a sponsoring committee **no later than September 1**. Applicants may be asked to meet with a committee at their September meeting to present application for review.

Approved sponsoring committees are:

 Committees Contact Person

1. Congregational Life Lauren Kim, Anna Wilde or Becky Shoemaker
2. Outreach Dan Dietz, Linda Rae Coon or Anna Wilde
3. Worship & Music Ralph Nelson, Calvin Rasmussen or Brian Martin
4. Finance Kent Fredrickson
5. Stewardship James Bash or Bobbi Varnes
6. Property Kent Fredrickson or Jim Wick
7. Education Linnea Zahradnik or Linda Rae Coon
8. Executive Committee James Bash, Andrew Drexler, Bobbi Varnes
9. Church Council James Bash, Andrew Drexler, Bobbi Varnes

Groups, agencies or individuals whose financial needs meet the purposes of either Fund must apply through one of these sponsors. If you wish to be introduced to a sponsor for the purpose of making an application, please contact the church office.

STEP 2: Applications that are approved by a sponsoring committee are forwarded to the Endowment Committee.

STEP 3: In October the Endowment Committee meets to review applications and make recommendations to Church Council for awarding grants.

STEP 4: The Church Council must approve recommendations from the Endowment Committee for awarding grants before funds may be allocated.

FILLING OUT THE APPLICATION FORM

Fill out both sides of the Endowment Fund Application Form. Provide a description of the purpose of the request, anticipated benefit, duration of the activity, how the benefit will be measured, and any other information that would help the Endowment Committee evaluate the request.

Also discuss alternatives for using less than the requested amount, if adequate Endowment Fund monies are not available for disbursement, or how you might obtain the additional funds.

Use the application form attached to these instructions.

FOLLOW-UP REPORTS

Successful applicants agree to provide a written report on the results of the project within 30 days of completion.

(05/11)