

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 September of each year. The applicant may contact the church office for this information (503/226-3659).

APPLICATION & DISTRIBUTION PROCESS

STEP 1: Applicants for Endowment Fund A and Fund B monies submit applications to a sponsoring committee **no later than October 1**.

STEP 2: In October the Endowment Committee meets to review applications and make recommendations to Church Council for awarding grants.

STEP 3: The Church Council must approve recommendations from the Endowment Committee for awarding grants before funds may be allocated.

COMPLETING AND SUBMITTING THE APPLICATION FORM

Use the Endowment Fund Application Form attached to these instructions. Fill out both sides of the 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.

Submit applications to the church office via email (office@firstimmanueluth.org) or U.S. mail (First Immanuel Lutheran Church, 1816 NW Irving Street, Portland OR 97209) no later than October 1.

FOLLOW-UP REPORTS

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

(09/25)