**Zion Lutheran Church’s Endowment Fund**

In accordance with Bylaw B12.04.b2.3 “Zion Lutheran Church shall have an endowment fund which shall operate under guidelines found in CR12.04.b2.9. The endowment fund shall be a ministry of ~~the church~~ this congregation.”

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**Part I. ESTABLISHMENT AND PURPOSE**

1. Zion Lutheran Church shall have an Endowment Fund. It shall be one of the funds of ~~the Congregation~~ this congregation.
2. The purpose of the Fund shall be to further proclaim the gospel and ministry of our Lord Jesus Christ by:
3. Receiving donations, gifts, and bequests: and
4. Earning investment income on the principal within the ~~fund~~ Fund: and
5. Providing financial support or seed money above and beyond the normal scope of ~~the Congregation’s~~ this congregation's budget for:
	1. Local/regional ministry projects,
	2. National/worldwide ministry projects,
	3. Leadership development (e.g. seminary scholarships, etc.),
6. The Fund may receive gifts, donations and bequests undesignated as to their use. Ministry projects shall include, but not limited to, support for under-served local, regional, national, and worldwide ministries, leadership development, and unbudgeted major building and equipment repair/replacement which were not anticipated in the annual operating budget of ~~the Congregation~~ this congregation.

**Part II. PARAMETERS**

Use of the ~~Endowment~~ Fund shall be subject to the following limitations:

1. Gifts to the ~~Endowment~~ Fund may be received in accordance with the provisions of the Gift Acceptance Policy (see CR12.04.b2.7).
2. The income only from undesignated donations, gifts, and bequests to the Fund shall be used for activities, programs, and projects which are consistent with the purpose of the Fund and which may be recommended by the Endowment Committee.
3. Income generated by designated donations, gifts, and bequests to the Fund shall be used in accordance with the donor’s directive for activities, programs, and projects which are consistent with the purpose of the Fund.
4. Proposed disbursements from the Fund are presented to the Committee, and if the Committee determines that the proposed disbursement has merit, will forward the proposed disbursement to ~~the Congregation~~ this congregation's ~~Council~~ council who may approve the proposal by majority vote.
5. Assets of the Fund shall not be loaned to ~~the Congregation~~ this congregation or any organization with which it is associated.

**Part III. COMMITTEE**

The ~~Endowment~~ Fund shall be managed by a committee to be comprised of five members of Zion Lutheran Church. This panel shall be called the Endowment Committee.

A. The members of the Committee shall be voting members of this congregation, nominated by the nominating committee, and elected by this congregation by written ballot and shall serve for two years or until their successors are elected. No member shall be eligible to serve more than two consecutive terms on the Committee. The term shall begin at the close of the annual meeting at which they are elected and installed. This congregation's council shall appoint one (1) member of this congregation's council to serve as an ex-officio (voting) member of the Committee. This person shall be the Give Table Leader. The pastor and the treasurer shall be an ex-officio (non-voting) members of the Committee.

1. ~~At an annual meeting in which election of Officers and Ministry Table Leaders are elected, the Executive Committee shall place in nomination no less than four (4) congregation members at-large to serve on the Endowment Committee. The term of office shall be two years with the first slate serving staggered terms. The Congregation Council shall appoint one (1) member of the Congregation Council to serve as an ex-officio (voting) member of the Committee. The Pastor shall be an ex-officio (non-voting) member of the Committee. The initial Fund Committee members shall designate their terms of service for the first iteration of Fund members. The first member will serve a one year term; the second member will serve a two year term; the third member will serve a three year term; and the fourth member will serve a four year term. The third and fourth member’s terms will be considered as though they have served two terms making them ineligible to serve the Committee again, according to the rules that follow. Thereafter, one (1) member will be elected each year. Only one member of any household shall serve on the Committee at any one time. No member shall serve more than two (2) consecutive two (2) year terms. After a lapse of one (1) year, that former Committee member may be re-elected.~~
2. Members of the Committee shall receive a copy of the Endowment Fund Bylaw (B12.04.b2.3), ~~and~~ Continuing Resolution (CR12.04.b2.9), a copy of the Gift Acceptance ~~Policies~~ Policy (CR12.04.b2.7), participate in an orientation session, and become acquainted with the function and purpose of the ~~Ministry~~ ministry. Members shall assume the responsibility to educate ~~the~~ this congregation concerning the Fund, and to adopt and implement strategies which promote giving to the Fund. Members shall determine and implement procedures and policies for soliciting, processing and disbursing grant requests in accordance with the requirements and guidelines of the ~~Endowment~~ Fund.
3. The Committee shall have general administrative powers over the ~~Endowment~~ Fund and handle the promotion and maintenance of the Fund. This shall include the direction of all undesignated gifts, investments, and related activities.
4. The ~~Endowment~~ Committee shall report to ~~the Church Council~~ this congregation's council at least twice annually. The Committee shall solicit recommendations regarding the funding of projects and programs consistent with the purpose of the ~~Endowment~~ Fund.
5. ~~The Endowment Committee shall evaluate the submitted proposals, and submit to the Congregation Council proposals for approval.~~ The Committee shall evaluate proposed disbursements from the Fund, and if the Committee determines that the proposed disbursements have merit, will forward the proposed disbursements to ~~the Congregation~~ this congregation's ~~Council~~ council. The Committee shall provide a report of the programs currently being supported and shall designate the number of new proposals to be initiated according to the disbursement policies of the Fund.
6. The Committee may establish such written rules and policies beyond what is set forth in this Continuing Resolution as may be necessary for the conduct of its business. It may adopt standards and goals to guide in the disbursement of income from the Fund, which it may amend, all within the stated purposes of the Fund.
7. If ~~the~~ Congregation Council this congregation's council decides that the ~~Endowment~~ Committee is not fulfilling its responsibilities as provided by this Continuing Resolution, ~~the Congregation Council~~ this congregation's council may call for a special meeting of ~~the Congregation~~ this congregation and offer recommendations to rectify the situation. At any time, ~~a~~ the Fund ~~committee~~ Committee is not functioning, ~~the Congregation Council~~ this congregation's council shall manage the Fund for a period not to exceed ninety days.
8. Any vacancy occurring on the ~~Endowment~~ Committee shall be filled by ~~the Congregation Council~~ this congregation's council until the unexpired term of his or her office expires.
9. The ~~N~~nominating ~~C~~committee of ~~the Congregation~~ this congregation shall provide for the nomination of potential members of the ~~Endowment~~ Committee and report same to the Annual Congregation Meeting in the same manner as for other offices and committees.

**Part IV. OFFICERS**

The ~~Endowment~~ Committee shall elect its own officers. These shall include but are not limited to:

A. Chair: This person shall preside at all meetings following Robert’s Rules of Order, Revised Edition. The Chair shall co-sign all remittances for expenditures and disbursements as defined in Part X.ID. The Chair or Committee shall appoint an acting Chair in that person’s absence or temporary inability to serve. The President of ~~the Congregation Council~~ this congregation's council (or in his or her absence, ~~the Church Congregation Council~~ this congregation's Treasurer) shall be the other co-signer of remittances.

B. Secretary: This person shall maintain complete and accurate minutes of all meetings of the ~~Endowment~~ Fund and supply a copy thereof to each committee member within thirty (30) days after the meeting. The Secretary shall maintain a separate current record of all Committee proceedings for ~~the Congregation’s~~ this congregation's reference indicating the dates resolutions and motions that were acted upon.

C. Treasurer: This person shall be responsible for the receipt and disbursement of endowment funds and shall maintain complete, accurate, and up-to-date financial records to reflect the current financial status. The Fund Treasurer shall prepare remittances for the ~~Endowment~~ Fund as defined in Part XI.D. The Fund Treasurer shall in no case be the ~~Congregation Council~~ this congregation's Treasurer. The ~~Endowment~~ Fund Treasurer shall submit a written report annually to ~~the Congregation~~ this congregation at its Annual Congregation Meeting. This report shall then become part of ~~the Congregation’s~~ this congregation's Annual Report. All financial records shall be submitted annually for audit or at the request of the Committee or the Congregation Council.

**Part V. FUND MANAGEMENT**

A. The ~~Endowment~~ Fund may, at any time, receive gifts, donations, and bequests from any individual, firm, or organization in money, securities, or any other form of property including (by way of explanation and not limitation) direct gifts for the purpose of the Fund, gifts in memory of a deceased person or in appreciation or in recognition of a living person, gifts in the form of a plan or bequest under a will or trust instrument. Also, gifts or proceeds of an insurance, annuity, trust policies or contracts. Such gifts are subject to the approval of the ~~Endowment~~ Committee and ~~the Congregation Council~~ this congregation's council, especially where real estate, or other gifts in kind may be offered. See Gift Acceptance Policy (see CR12.04.b2.7).

B. The ~~Endowment~~ Committee shall manage, indirectly, donations which are placed with the investment organization in a prudent manner recognizing the ~~Endowment~~ Committee’s fiduciary responsibility to the Fund and ~~the Congregation~~ this congregation. The purpose of such investments shall be to seek both income and capital appreciation while:

1. Requiring the safety of the principal as the primary consideration and,

2. Requiring diversification of investments.

3. The Committee shall separate and maintain the assets of the ~~Endowment fund~~ Fund, distinct and independent from the funds and property otherwise belonging to ~~the Congregation~~ this congregation.

The Committee shall not be required to make physical segregation of the assets of the ministry funds in order to conform to the directions of any individual donors, though it may establish separate accounts in its accounting records. The asset management organization may provide financial reports which are adequate for reporting to ~~the Congregation~~ this congregation.

C. Although safety and security of all Fund assets is being sought at all times, it is recognized that losses may occur due to circumstances beyond the control of the ~~Fund~~ Committee; i.e., market conditions, economic changes, etc.

D. Individuals who wish to support the Fund should designate that their gift, donation, or bequest to: “Zion Lutheran Church Endowment Fund of 3300 Canfield Rd. Youngstown, OH, 44511” with proper accompanying documentation.

E. Specific categories to which donors may make gifts or bequests for religious charitable or educational purposes are as follows: See Gift Acceptance Policy (see CR12.04.b2.7).

1. Unrestricted Funds

The Unrestricted Funds category is for undesignated gifts and bequests with no restriction as to its use. There is no minimum or maximum contribution amount.

a. Unrestricted contributions to the Fund may be received by the ~~Endowment~~ Committee at any time by a simple majority vote.

b. Disbursements from the Fund may occur on no more than an annual basis. The income from unrestricted gifts and bequests to the ~~Endowment~~ Fund may be expended or disbursed only within the purpose of Part I and parameters of Part II above. This shall require a majority vote of the ~~Endowment~~ Committee and a majority vote of ~~the Congregation Council~~ this congregation's council.

2. Donor Restricted Funds

The donor restricted funds category is for gifts approved by the ~~Endowment~~ Committee that are designated by the donor with restrictions as to its use.

a. Gifts and bequests may be given by the donor with specific terms or conditions as to the use of the gift and/or of the income providing that such restricted use is consistent with the purpose of Part I and Part II above. The ~~Endowment~~ Committee, after a simple majority vote, shall submit to ~~the Congregation Council~~ this congregation's council its recommendation on the acceptability of such a gift or bequest. The acceptance of such a gift shall be by a simple majority of ~~the Congregation Council~~ this congregation's council.

b. Disbursements from the Fund may occur on no more than an annual basis. The income from restricted gifts and bequests to the ~~Endowment~~ Fund is to be used only in accord with the purpose of Part I and Part II and as provided for by the donor. This shall require a majority vote of the ~~Endowment~~ Committee and a majority vote of ~~the Congregation Council~~ this congregation's council.

**Part VI. FINANCIAL INSTITUTIONS:**

In order to properly manage the funds, the Committee shall maintain accounts with such financial institutions authorized by the ~~active~~ voting members of ~~the Congregation~~ this congregation. After due vetting of eligible financial institutions, the Committee shall submit its recommendation to ~~the Congregation~~ this congregation for their approval. ~~Endowment~~ ~~funds~~ Funds may only be placed with investment institutions who have the success of the ~~Endowment~~ Fund as their primary objective, as opposed to personal gain. All investment funds shall be placed with outside investors such as in the ELCA Endowment Pooled Trust and/or the ELCA Mission Investment Fund. An agreement entered for the management of the Fund shall require a two/thirds (2/3) approval of the active members of ~~the Congregation~~ this congregation. ~~Appropriate Executive Endowment Committee members shall provide all signatures any documents may require.~~ The officers of the Committee shall provide signatures on any required documents.

**Part VII. FISCAL YEAR AND ACCOUNTABILLITY**

For tax, accounting, or other purposes, the fiscal year of the ~~Endowment~~ Fund shall be the fiscal year of Zion Lutheran Church. The Committee shall submit at this congregation's Annual Congregation Meeting, the itemized written statements accurately reflecting the position of the ~~Endowment~~ Fund income and principal accounts, the receipts, expenditures, disbursements, and change from the previous fiscal year.

The Fund shall be subject to the annual internal financial review (Audit) as required for ~~Congregation~~ this congregation's funds and accounts. The Committee shall maintain a complete and accurate record of accounts and may employ such professional assistance, as it deems necessary in this task. Every effort shall be made by the parties in authority to avoid conflict of interest or the perception of conflict of interest. No member shall engage in any self-dealing or transactions with the Fund in which the member has direct or indirect interest and at all times refrain from conduct in which his/her interests would conflict with the interest of the Fund.

**Part VIII. MEETINGS**

Quorum: The affirmative vote of a majority of the ~~Endowment~~ Committee shall be necessary to carry any motion or resolution of the Committee. A quorum of the ~~Endowment~~ Committee shall consist of three (3) voting members. When only three (3) voting members are present, a unanimous vote shall be required to carry any motion for resolution.

1. Regular: The ~~Fund~~ Committee shall meet no less than quarterly, and shall be called by the Committee Chair.
2. Special: The Chair or two (2) members of the Committee may call special meetings. All Committee members shall receive at least forty-eight hours prior written, or oral notice of such meetings.

**Part IX. FISCAL EXIGENCY OF THE CHURCH CONGREGATION:**

Should the Committee decide that ~~the Congregation~~ this congregation is in dire need of the assets, or a portion of the assets, in the Fund resulting from an emergency of such a nature that the future of ~~the Congregation~~ this congregation is at stake, and the only recourse is to use the Fund assets, the Committee may, upon a majority vote, recommend such authorizing action to ~~the Congregation Council~~ this congregation's council. ~~The Congregation~~ This congregation must then approve such use by two-thirds majority vote at a properly called congregation~~al~~ meeting. In the event of the dissolution of ~~the Congregation~~ this congregation, any remaining balance in the Fund shall be turned over to the ELCA Endowment Fund.

**Part X. AMENDING OF THE FUND BYLAWS AND CONTINUING RESOLUTIONS**

Any amendments to ~~these Bylaws~~ this Bylaw, which will change, alter, or amend the purpose for which the Fund is established, and/or its distributions, shall be adopted by a two-thirds vote of those voting members present and voting at a properly called congregational meeting.

Any amendments to these Continuing Resolutions, which will change, alter, or amend the purpose for which the Fund is established, and/or its distributions, shall be adopted by a two-thirds vote of all voting members of this congregation's council.

**Part XI. DEFINITIONS:**

The term “Congregation” in this document refers to members in good standing of Zion Lutheran Church located 3300 Canfield Rd. Youngstown, OH.

The term “Congregation~~al~~ member" shall have the same meaning as that described in the Constitution of Zion Lutheran Church and in the Bylaws of the Congregation.

1. The term “Zion Lutheran Church” shall denote the Zion Lutheran Church in Youngstown, OH.
2. The terms “Congregational Endowment”, “Endowment”, “Endowment Fund”, and “Fund” shall mean the Zion Lutheran Church Endowment Fund. It shall be one of the Funds of the congregation.
3. The terms “Endowment Committee”, “Fund Committee”, and “Committee” denote the Zion Lutheran Church Endowment Fund Committee.
4. The terms “Expenditure”, “expenditures”, and “expended” shall mean the use of funds to pay administrative costs of the Fund. The terms “disbursement”, “distribution”, and “transfer” shall mean any funds used in support of ministry programs approved by the Congregational Council.
5. The terms “Program”, “Project”, or “Scholarship”, shall mean the ministry initiatives which the Fund supports.