



Evangelical Lutheran Church of the Cross

Mission Endowment Fund Disbursement Guide

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REV 2



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1 OVERVIEW

The Evangelical Lutheran Church of the Cross (ELCOC) Mission Endowment Fund is a fund in which the principal will be retained and only the income disbursed to financially support and enhance present and future growth and mission of ELCOC.

1.1.1 ELCOC Purpose Statement

Evangelical Lutheran Church of the Cross is a caring community, following the way of Jesus, to embrace diversity, love, and service.

1.1.2 Mission Endowment Fund Program Objectives

The objective of the ELCOC Endowment Fund program is to enlarge the mission of the Church by supporting current and future mission ministries in the areas of Social Ministry, Outreach, Education, Worship and Youth. For example, the program can provide for wages for temporary or part time staff identified to start and manage such programs, including supplies, equipment, transportation, and office space. The program can also help to fund short-term educational programs for laity and clergy of ELCOC. Details on the types of programs that can be funded through the Mission Endowment Fund are listed in the church bylaws. Further details are provided in section 2 of this document.

The expectation is to fund creative, exciting, and new ideas and programs for the first time. These ideas or programs would not presently be funded through the ELCOC annual budget. If an idea or program is successful and the organizers would like to continue the idea or program on an ongoing basis, it is the recommendation of the Mission Endowment Fund committee that the organizers approach the Congregational Council and request that they include funding in the ELCOC annual budget for their ongoing programs.

1.1.3 Donations

The Mission Endowment Fund will allow opportunities for members and friends of ELCOC to support the fund through the following:

- Regular donation,
- Bequest (a designation in one's will or living trust),
- Transfer of property such as cash, stocks, bonds, and real estate,
- Life insurance proceeds and
- Any other source of value that can be readily assessed.

All donations given to the Mission Endowment Fund are eligible for charitable tax receipts.



1.1.4 Growth of the Mission Endowment Fund

The Mission Endowment Fund was established in 2010 and grew through donations and accrued interest till the principal of the fund reached a total of \$100,000 in 2021. According to the bylaws of the church, yearly interest accrued on the principal can be made available for disbursement based on the objectives described herein.

Every year the principal amount will be increased by the CPI for Canada in order to protect the fund against inflation. If the principal of the fund falls below this calculation due to market variations, disbursement will be discontinued until such a time as the fund posts a profit for the year. Monies not disbursed in any given year can be rolled over and disbursed the following year.

Stewardship efforts will continue to grow the principal throughout the life of the Mission Endowment Fund and the principal will be managed and invested according to the risk management policy developed to guide the investments.

1.1.5 Availability of Funds for Disbursement

The Mission Endowment Fund Committee will be responsible to manage the fund. At the beginning of each year, the committee will determine the interest accrued for the previous year and make this accrued interest available for disbursement. Applications will be screened by the Mission Endowment Fund Committee and forwarded to Congregational Council for final approval.

The money will be transferred to an ELCOC designated funds account. Successful applicants will be able to get access to this money using the Payment Request Form provided by ELCOC. The treasurer of the Mission Endowment Fund and the treasurer of the Congregation will be responsible to ensure that each applicant is reimbursed for the expenses as it pertains to their mission project, not to exceed the amount approved by the Congregational Council.

2 APPLICATION PROCESS

Members of ELCOC who have a desire to enlarge the mission of the Church may make application to receive funding from the Mission Endowment Fund by applying to the Mission Endowment Fund Committee.

The application guide provides information to help each applicant complete their Mission Endowment Fund Disbursement Application.

2.1.1 Application Evaluation

Each application for funding will be assessed by the Mission Endowment Fund Committee based on the following criteria:



- Availability of funds,
- Mission Ministry project falls within the program objectives,
- Merit of the Mission Ministry project,
- How well each Mission Ministry project lines up with the overall purpose and ministries of ELCOC.

Applications will be evaluated on a first come first serve basis and based on availability of funding at time of application.

The Mission Endowment Fund Committee will refer successful applications to the Congregational Council for final approval.

2.1.2 Who Can Apply?

Any member of ELCOC can apply for funding under this program. Applications to support non-members or projects outside ELCOC must be sponsored by a member of the congregation.

2.1.3 How to Apply

Applicants will be required to fill in a Mission Endowment Fund Application Form to apply for funding under this program. Only applications made using a paper application form or the online application form will be considered.

Applications can be submitted in two ways:

1. Using an online fillable application form, which can be found on the ELCOC web site, (<https://www.churchofthecross.ca>) or
2. By filling a paper application form and submitting the application in person to the church office. Paper Application forms will be made available at the church office.

2.1.4 Key dates

Please note the following key dates:

1. Early Bird Applications are due by February 28th of each year.
2. Notice of application approval for the early bird applications will be provided by March 31st.
3. If funds are still available after March 31st, we will accept further applications on a first come basis until June 1st of each year.
4. No application will be accepted after June 1st of each year.

2.1.5 Approval Process

Each year, available funds will be calculated based on the Mission Endowment Fund revenues for the previous year. As funds may be limited and several applications may be



received, not all eligible ministry projects will be funded. Furthermore, applications that receive funding may not receive the level of funding requested.

Funds will be distributed among the successful ministries based on the results of the Mission Endowment Fund Committee's assessment of each application, and from feedback provided by the pastors and council.

2.1.6 Notification of results

Each applicant will be advised by email as to the status of their application. Successful applicants will also be advised on the level of funding to be provided and any recommendations provided by the committee, council, and the pastors regarding the execution of their mission ministry project.

IMPORTANT: Funding will not be disbursed until the mission ministry application is approved and an agreement has been signed by both the applicant and ELCOC.

2.1.7 Reimbursement Process

Successful applicant will be required to fill out a Payment Request Form and submit the form to the Endowment Fund Committee for approval. The Payment Request Form should outline hours of work, hourly rates, material receipts, etc. Once approved the Payment Request form will be sent to the treasurer of the congregation who will issue a cheque for the funds requested. A payment request form should be submitted at the end of each month for the duration of the program.

All disbursement payment requests should be made before the end of the year in which the disbursement was granted. Special considerations will be given for projects starting late in the year or projects which had received approval to be completed over a period longer than one year.

3 QUALIFYING MINISTRIES

What type of Ministries will be Considered?

Any ministry which will enhance the mission of ELCOC and focuses on our Purpose statement will be considered. These ministries can be in one or more of these areas: social ministry, outreach, education, worship, and youth ministry.

3.1.1 Social Ministry

Examples of Social Ministries may be as follows:

- Develop a Social Media page on our web site to help people in need (providing resources to meet the physical, emotional, and spiritual needs of individuals)



- Health Nurse at the church once a month for free community consultation
- Projects supporting the Social Ministry committee, for example sandwich making, lunch programs, etc.

3.1.2 Outreach

Examples of Outreach may be as follows:

- Community Christmas Dinner
- Events such as concerts and film nights
- Neighbourhood festivals or open houses
- Community Kitchen
- Summer camps for neighbourhood children

3.1.3 Education

Examples of Education may be as follows:

- Leadership training for staff and lay leaders
- Development of Sunday School curriculum
- Development of a program to supplement BLAST and continue it into upper elementary and junior high
- Vacation Bible School

3.1.4 Worship

Examples of Worship may be as follows:

- Develop new ways for inclusive worship
- Leadership for developing a children's and/or youth choir
- Worship materials

3.1.5 Youth Ministry

Examples of Youth Ministry may be as follows:

- Youth Fellowship Gatherings with other church groups
- Youth community work projects (tools and transportations)
- Youth attendance at Synod or National Gatherings



4 APPLICATION FORM

See Attached