REQUEST FOR CHECK ~ GOOD SHEPHERD LUTHERAN CHURCH

AMOUNT: _____ COMMITTEE TO BE CHARGED: _____

DATE: _____ BUDGET LINE: _____

CHECK PAYABLE TO: _____

EXPLANATION: _____

_____

SUBMITTED BY: _____ CHECK NUMBER: _____

APPROVED BY CHAIRPERSON: _____ DATE: _____

Staple Receipts Here

TRAVEL REIMBURSEMENT

REQUEST FOR CHECK ~ GOOD SHEPHERD LUTHERAN CHURCH

AMOUNT: _____ COMMITTEE TO BE CHARGED: _____

DATE: _____ BUDGET LINE: _____

CHECK PAYABLE TO: _____

PURPOSE OF TRIP: _____

EXPENSES:

Travel	$ _____	Hotel Charges	$ _____
Mileage ____ miles @ ____ /mile	$ _____	Food	$ _____
Tolls	$ _____	Miscellaneous	$ _____
		Total	$ _____

EXPLANATION: (Include explanation of special expenses. Please list others whose expenses are included. Use other side if necessary)

_____

_____

Note: Where possible, please supply receipts

SUBMITTED BY: _____

APPROVED BY CHAIRPERSON: _____

For Finance Use Only:

CHECK NUMBER: _____

DATE: _____

DIFFERENCES BETWEEN A BUSINESS AND A CHURCH

BUSINESS

Purpose:
- To make money
- To show a profit
- Delivers value to owners

Budget:
- Part of operating plan used to judge success or failure

Employees:
- An resource used to fulfill purpose of business

CHURCH

Purpose:
- To give away the gospel
- Break even indicates full use of resources
- Selfless, giving
- Intangible ideal, faith mission, ministry

Spending Plan:
- A guide for spending

Staff :
- Integral part of ministry

DIFFERENCES BETWEEN COUNCIL AND FINANCE COMMITTEE

COUNCIL

Authority/accountability come from being elected by congregation

Responsible for "bigger picture"/all ministries

Responsible for goal setting and spending plan

FINANCE COMMITTEE

Accountable to Council / consultants to Council

Responsible for financial viability

Responsible to "police the plan"
- Financial picture, Stewards of our assets and day-to-day operations

It was acknowledged that the committee's role is to recommend actions to the Council and Council is to take action based on that information as well as other sources. A committee's recommendation is not always upheld but always listened to. The role of the liaison to the Council is to present the recommendations of the committee to the Council in an unbiased manner and represent the interests of the committee at the Council. While attending committee meetings, the role is reversed. That is the liaison must bring Council decisions to the committee in an unbiased manner and represent the interests of the Council at the committee. Two-way communication is essential for understanding.

From Joint Meeting of Council Representatives and Finance Committee ~ June 9, 2004

THE OFFERING AS A LITURGICAL ACT

Every Sunday, in the absolution at the beginning of the worship service, we again hear the amazing grace of God's forgiveness in Jesus Christ. Then, in the Bible readings and sermon, we again hear God's Word, the good news of God's love for us and all the world in Jesus Christ, not only now but promised forever.

Receiving such incredible gifts prompts us to make appropriate responses. The psalmist asks, "How shall I repay the Lord for all the good things he has done for me?" Ps.l116:10 Obviously there is no way we can begin to "repay the Lord!" Yet liturgically we symbolically respond with several kinds of offerings:

- of faith (Creed)
- of prayer
- of music
- of bread and wine
- of "our selves, our time
- and our possessions" (the "offering" of money)

all "signs of [God's] gracious love."

We call our giving of money an "offering" and not a "collection" because the focus is not on those who collect (the ushers) but on those who offer, who respond to "[God's] gracious love." (Therefore it is called an "offering plate," not a "collection plate." And our offerings should be listed as "offerings" and not "receipts" in our financial reports)

Our offerings of money are not a worldly intrusion on our worship, a time-out from things reverent. Rather the offering is an integral part of worship when we respond to God's good news. Our offerings of money are a tangible sign of the praise we have already been offering with our lips. "Our response of faith takes concrete shape in the offering."[1] "When we put our offering in the offering plate each week, we are acknowledging Jesus Christ as Lord. We are giving back to him what he has first given us."[2]

The offering therefore is a very important part of the worship service. Very careful thought needs to be made before doing anything that could lessen the meaning of the offering. Long after automatic withdrawals and deposits, a 1966 leader's guide for a study of the liturgy suggested these questions[3]:

- "What reasons can pupils give for collection money publicly from parishioners?
- Would it be better to have individual members mail in their contributions and thus avoid handling money at the service?
- Is there something important about bringing the offering plates to the altar?"

Thrivent's *Simply Giving* plan (automatic withdrawals from members' accounts and their subsequent automatic deposit into the church account) is a very convenient way for members to give money to the church. But what happens when members don't participate in the offering of money? Is the end result none received during worship? And no offering of money presented at the altar?

Simply Giving could result in members' giving more regularly and therefore more money given to the church. But our offerings are not simply another bill to be paid. Maintaining the liturgical integrity of our offerings of money is more important than the convenience of members and the church's income bottom line.

Reviewed by council on May 11, 2004.

1 Holy Communion Narrative for Adults," LCA 1978 p.14
2 From sermon of Jan. 6, 2004 when I preached about this in response to the suggestion made at joint meeting of Finance and Stewardship Committees when they discussed "Simply Giving" on Dec. 2, 2003
3 "Understanding the Service," Edgar Brown pp.37-38

GOD GIVES AND WE RESPOND - A Theology of Stewardship

From New Members' session materials

GOD THE GIVER

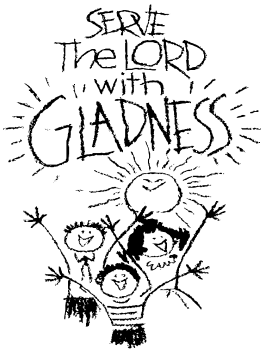
The world and all that is in it belong to the Lord; the earth and all who live on it are his. Psalm 24:1

Praise the Lord, my soul! All my being, praise his holy name!
Praise the Lord, my soul, and do not forget how kind he is.
He forgives all my sins and heals all my diseases.
He keeps me from the grave and blesses me with love and mercy.
He fills my life with good things, so that I stay young and strong like an eagle. Psalm 103:1-5

OUR RESPONSE TO GOD'S GIFTS

- **Offering prayer** – Merciful Father, we offer with joy and thanksgiving what you have first given us -- **our selves, our time,** and our possessions, signs of your gracious love. Receive them for the sake of him who offered himself for us, Jesus Christ our Lord. Amen

- **God gives to us and we thank God by using his gifts to serve him and others.**
  - There are different ways to serve the same Lord, and we can each do different things. Yet the same God works in all of us and helps us in everything we do. The Spirit has given each of us a special way of serving others. I Corinthians 12:5-7
  - Each of you has been blessed with (at least) one of God's many wonderful gifts to be used in the service of others. So use your gift well. I Peter 4:10
  - If we can serve others, we should serve. If we can teach, we should teach. If we can encourage others, we should encourage them. If we can give, we should be generous. If we are leaders, we should do our best. If we are good to others, we should do it cheerfully. Romans 12:7-8



- **Distribution of Time and Talent Sheets and Booklets**

GOD THE GIVER

- **King David praised the Lord:**
  - *Lord God of our ancestor Jacob, may you be praised forever and ever! You are great and powerful, glorious, splendid and majestic. Everything in heaven and earth is yours, All riches and wealth come from you. We give you thanks. Yet my people and I cannot really give you anything, because everything is a gift from you, and we have only given back what is yours already.* 1 Chronicles 29:10-14

OUR RESPONSE TO GOD'S GIFTS

- **Offering prayer** – Merciful Father, we offer with joy and thanksgiving what you have first given us -- our selves, our time, **and our possessions**, signs of your gracious love. Receive them for the sake of him who offered himself for us, Jesus Christ our Lord. Amen

- **As the disciples said to Jesus, *Lord, teach us to pray*** Luke 11:1**, we say to him, "Lord, teach us to give"**

THE BIBLE TEACHES US HOW TO GIVE.

- In the New Testament, Jesus spoke five times as much about money and material possessions as he did about prayer.

1. **GIVE WHOLEHEARTEDLY** – Jesus said: *Love the Lord your God with all your heart, with all your soul, and with all your mind.*- Matthew 22:37

   Therefore we PLEDGE.

1. We make an annual commitment of our time, talents and money to the ministries of the church, using financial pledge cards for adults, and time and talent commitment sheets for adults and children. Because we give wholeheartedly, we have limited special appeals for money, usually only for extraordinary needs beyond our congregation (examples: holiday food offerings and annual $5.00 Blanket Appeal) and designated youth events (as stipulated in the Children & Youth Ministry Team Event Funding Policy). Members are not continually asked to give to extra appeals.

2. **GIVE GENEROUSLY** – St. Paul wrote, *They* (the Christians at Macedonia*) have been severely tested by the troubles they went through; but their joy was so great that they were extremely generous in their giving, even though they were very poor.* 2 Corinthians 8:2

   Therefore we SHARE.
   Our congregation's spending plan includes generous contributions to our New Jersey Synod and ELCA churchwide mission, as well as other local and worldwide ministries, totaling about 20% of our offerings.

3. **GIVE RESPONSIBLY –** *God looked at everything he had made, and he was very pleased. And God said, "I am putting you in charge."* Genesis 1:28, 31

   Therefore we ENCOURAGE
   all our members to be responsible caretakers of all the gifts God has given to us - our bodies, our planet, our children, our blood . . .

4. **GIVE FREELY – God's free Gift:** *For God loved the world so much that he* ***gave*** *his only Son, so that everyone who believes in him may not die but have eternal life.* John 3:16

   Therefore we GIVE, rather than buy and sell.
   For example, any events, such as car washes or dinners, organized to support youth events or causes outside the congregation (i.e., the World Hunger Appeal) will involve free will offerings only, rather than the sale of goods or services. We are in the business not of buying and selling but of **giving** the gospel of God's love, forgiveness, and everlasting life through Jesus Christ. To help make this happen, we give our offerings freely, as God gives to us.

5. **GIVE PROPORTIONATELY –** St. Paul wrote, *Now, concerning the money to be raised . . . Every Sunday each of you must put aside some money, in proportion to what you have earned.*1 Corinthians 16:2

   Therefore we accept this Biblical challenge, pray for God's guidance, and calculate our offerings as a proportion (percentage) of our income. This helps us choose to follow Jesus amidst all the conflicting claims and pressures of life – family, job, worldly security, church, hobbies, sports.

   Jesus said: "Much is required from the person to whom much is given; much more is required from the person to whom much more is given." Luke 12:48

✞ **Distribution of Financial Pledge Cards**

ACCOUNTING 101
Basic Accounting Terms

Asset – Anything that has value (cash, stock, building, land, equipment, accounts receivable)

Equity – The difference between the total assets and the total liabilities (net worth)

Liability – Anything that represents an encumbrance (unpaid bills, dedicated funds, mortgage, long term debt)

Non-Planned (Budgeted) Receipt (expense) – unplanned - Most are pass through expenses such as seed money that will be returned, collected funds for special event expenses etc.

Planned (Budgeted) Receipts (expense) – is part of the Spending Plan

Reports:

Balance Sheet — An accounting tool to prove that the assets are in balance with the liabilities and equity

Spending Plan (budget) — Is used to plan the relationship of debits and assets for the coming period. Usually it is a balanced plan

Summary of Offerings and Expenses — shows the totals by major categories both receipts and expenses

Working Fund Balance — Similar to balancing your checkbook

Terms used in the reports:

Receipts — consists of Offerings (envelopes and loose), Day Care reimbursements, Building Use, Interest

Disbursements — all supplies, staff salaries, benevolences, committee expenses

Issued June 2005

FINANCE 101

How to Read the Reports and What to Look For

Report	Key Points
Page 1 ***Treasurer's Report***	▪ Overall health of the finances Is the YTD close to the Planned YTD? (both receipts and expenses) ▪ Did the previous month make us better or worse than the previous month ▪ If there is a problem, which area needs to be addressed receipts or expenses or both? ▪ How much did we receive for the building fund?
Summary of Donations and Expenses	▪ Different way to present the same data with a little more detail. Look only if need deeper explanations.
Actual Month vs. Spending Plan	▪ Chair – check to be sure debits and credits are accurate – if not let the Finance chair and the Treasurer know ASAP
Actual YTD vs. Spending Plan	▪ Chair – check the percentage of the account spent to date versus the percentage of the year. For instance at the end of June (50% of the year) look for accounts that are higher or lower than 50%. ▪ In some cases it will not be the same (only have a picnic once a year) and it is not a problem. Other times (heating) the major expenses occur seasonally and are not evenly spent during the year. ▪ Some expenses (staff salary) and benevolences are paid more evenly during the year – but there are a few months in the year when there are 3 paychecks issued so those months will seem higher than they should.
Balance Sheet	▪ Check the equity section did we add to or reduce our net worth? This reflects the relationship between how much we spend versus how much we receive in offerings etc.

Issued June 2005

Reviewed and revised by Finance Committee – June 2005

SPENDING PLAN and BILL APPROVAL PROCESS

1. **Spending Plan** – Committee Chairpersons or specific ministry related staff persons are authorized to expend funds without committee or Council approval **within the allotted amount in the Spending Plan approved by the congregation. Generally, individual budget lines may be overspent as long as the committee total is not overspent.** Anticipated expenses in excess of the approved committee budget total must be approved by the Council.

2. **Bill authorizations** – There are two ways that the chairperson or staff member may submit bills to the Treasurer for payment. Items you need are in the labeled mail slot – first column, bottom slot.
   - **If you have a bill,** stamp it with the rubber stamp, fill in the spending plan category (committee and budget line – e.g. Worship: Worship Supplies), amount, date and your signature
   - **If you don't have a bill,** or if there is no room on the bill for the stamp, fill out a blue "Check Request Form" found in the mail slot, making sure to include the name the check should be made payable to (staple bill or receipt to blue form if you have one).
   - **Place either the bill and/or the check request form** in the Treasurer's mail slot labeled with red lettering.

3. **Keeping records** – Making a copy or keeping a list of the bills and check requests you submit to the treasurer will help you prepare your spending plan requests and expenditure projections for the next year (see sample sheet on next page).

4. **Advances** – If you expect to have to lay out cash for a particular expense, you may request a cash advance from the treasurer, using procedure 2 above. You may also be eligible to use the church credit card account. Check with the Office Administrator in advance. In all cases, you will need to provide receipts and a summary to the Treasurer promptly after the expenses are incurred.

5. **Travel Expenses** – If you are traveling on behalf of the congregation, you will need to provide receipts and complete the Travel Expense Reimbursement form available in the labeled mail slot.

6. **Tax-exemption #** – The church is exempt from payment of state sales tax. You have to give the exemption # **EO-NJ3-000-175/000** and in most cases, will be requested to produce a tax exempt form. A copy of this form is included in the Leaders' Handbook – make copies as needed. If you are going to be in another state, you may be able to request a tax-exempt number from that state by writing to the appropriate government agency in advance.

Reviewed and revised by Finance Committee – June 2005

COMMITTEE EXPENSE RECORD FOR 2006

Payee & Purpose	Date Paid	Acct 1	Acct 2	Acct 3	Acct 4	Acct 5	Acct 6	Acct 7	Comments
SUB TOTAL									

Reviewed and revised by Finance Committee – June 2005

Section 8-F

Issued June 2005

SPENDING PLAN DEVELOPMENT SCHEDULE – *Reviewed and revised by Finance Committee – June 2005*

COMMITTEES

- •Report to Finance re end-of-year expense projections if major problems are anticipated
- •Report to Council and Finance any major new expense or increases over 10% of current plan anticipated for next year
- •Determine/Submit to Finance expense requests for next year's spending plan
- •Review staff using job description, goals, feedback, and evaluation form

EXECUTIVE

- •Along with Finance Chair, Mutual Ministry Chair and Council Secretary, form a Salary Review Team, to recommend any salary increases based on action of Council and performance appraisals

FINANCE

- •Review committee major new expense or increases over 10% of current plan
- •Review year-end expense projections and report to Council
- •Prepare/Distribute expense request forms for next year's spending plan to committees

FINANCE

- •Receive projection from Stewardship re next year's offerings and include in draft Spending Plan

FINANCE

- •Report to Council re Synod salary guidelines
- •Recommend to Council (considering Synod guidelines) re salary administration

FINANCE

- •Receive expense requests for next year from committees and review for draft Spending Plan

STEWARDSHIP

- •Recommend to Council re next year's ELCA mission support and special funding
- •Report to Council on Response Sunday plans

STEWARDSHIP

- •Conduct Response Sunday

STEWARDSHIP

- •Follow-up on pledges not received

STEWARDSHIP

- •With Financial Secretary prepare estimate of offerings for next year

September — October — November — December — January

COUNCIL

- •Receive/Act on Stewardship Response Sunday Plan
- •Receive/Act on Stewardship recommendation re next year's mission support and special funding
- •Set dates for January Council and Congregational Mtg.

- •Receive/Act on Finance report on year-end projections
- •Review staff evaluations
- •Receive report from committees re significant NEW expenditures/large increases (>10% or >$1000) anticipated for next year

- •Receive report on Synod salary guidelines from Finance
- •Receive/Act on Finance recommendation re salary guidelines

- •Recommend spending plan to congregation
- •Write narratives for spending plan

GUIDELINES TO COMMITTEES TO PREPARE INITIAL SPENDING PLAN REQUEST

Except for hourly staff, salary expenses are not itemized on your worksheet. However, there may be associated costs, such as professional expenses, that should be considered. For hourly employees, your plan should include the total number of hours each will be working during the next year.

As an aid to determine your expenses so far this year, an itemized list of checks written against your accounts will be provided. Remember there may be expenses yet to be processed this year and may have to be included in next years estimate also.

1. Your Finance Buddy is available to assist you in this process. Be sure to meet with your Buddy early.
2. Review what was accomplished and what shortfalls there may have been for the current year's plan.
3. What contributed to your successes? (e.g. good planning, special talents, unexpected help, additional funding, Synod resources)
4. What were the factors that prevented you from accomplishing all your goals? Was it resources (e.g. people material, dollars, time), scope (e.g. too big a project, too far reaching for the committee this year), or concept (e.g. the project wasn't as important as first thought, you misunderstood what was needed, another group did something similar).
5. Discuss what goals you would like to accomplish next year.
6. Determine the resources needed to accomplish each goal
7. Prioritize the goals.
8. Decide how many of the goals you can reasonably accomplish with the available resources in the congregation.
9. List each goal and its associated cost, if any, on the planning sheet.
10. Compare this year (actual and plan) and next year's totals and make any pertinent comments about the difference.
11. Submit your planning sheet to the Finance Committee by November 30.

If there any questions or suggestions, please contact the Finance Committee Chair or your Finance Buddy.

Reviewed and revised by Finance Committee – June 2005

2015 Spending Plan Request Form

(Use the back of this form if you need more room)

To: < >

1. What goals did your committee accomplish this year?

2. What goals did your committee not accomplish this year? Why?

3. What are your committee goals for 2006?

4. How much money is needed to accomplish your goals? (*please itemize by ministry activity*)

Category	2014 approved Spending Plan	2015 requested Spending Plan

5. How does your overall 2015 spending plan request compare to your 2014 plan?

Please return this form to the Finance Committee mail slot by November 30.

Reviewed and revised by Finance Committee – June 2005

Section 8-H

Revised July 2014

OFFERING INCOME – ANNUAL PROJECTION

The annual offering income is projected by the Financial Secretary in late December or very early January for the Council financial planning meeting (usually the 1st or 2nd Saturday in January). The projection is based on the following criteria:

1. 100% of the pledges received in the fall response period.
2. 100% of the offering income given in the year just ended for those who gave but did not pledge for the new year.
3. These numbers are adjusted for anyone who has left the congregation or passed away in the current year.
4. The Pastor gives the Financial Secretary a list of members who have indicated to him that they are moving in the near future and their anticipated dates of moving.
5. The numbers in 1 & 2, above are adjusted for these anticipated moving dates. (i.e., if moving in June, 6 months of the pledge is included). Note: The Financial Secretary will need to ascertain if the pledge is a full year pledge by comparing to prior year before making this type of calculation.
6. All other offering income numbers (Plate & Special) are suggested by the Finance committee and finalized at the January Council meeting.
7. Offering income projections may be adjusted at the January Council meeting by the Council. Info Council may consider at that time includes the % of pledge dollars collected in the prior year and what the historical average % is.

Adopted by Offering Income Report Task Group – January 2004

CAPITAL CONTINGENCY GUIDELINES

1. That a fund designated as the "Capital Contingency Fund" be maintained.

2. That the purpose of this fund be to provide the major capital expenditures. A major capital expenditure is an improvement or repair to real property costing a minimum of $5,000.

3. The fund is to be maintained as a line item of the Finance Committee's budget – beginning with 1988 budget.

4. The fund will be reviewed each year as part of the annual budgeting process and will be funded as an expense item in an amount in accordance with the fund needs. As of May 1, 1987, the fund contained $2,875.88. The fund should be in the range of $8,000 to $10,000 (eight to ten thousand).

5. The fund balance shall be invested to obtain a high return by investing in church related and/or other secure investments.

6. Interest earned from investment of the fund shall become part of the fund.

7. In any fiscal year the church council has the authority to authorize expenditures from the capital contingency fund.

The recommendation was unanimously passed by Council on June 1, 1987.

WEIDNER FAMILY TRUST:
Future Jean E. Weidner Endowment Fund (2021)

The following letter was received from Tim Weidner, son of Jean and Richard Weidner, long-time members of Good Shepherd. Jean and Richard died in 1995 and 2000, respectively.

June 13, 2005

The Reverend Dr. Jack Denys and
The Congregation Council of
Good Shepherd Lutheran Church
300 Union Avenue
Somerville, NJ 08876

Dear Pastor Jack and the Members of the Good Shepherd Council:

My siblings, The Reverend Christopher Weidner and Allegra-Lynn Cushing, join me in announcing that Good Shepherd Lutheran Church (Somerville NJ) is a future charitable beneficiary of the Weidner Family Trust established in keeping with the wills of my parents, Richard T. and Jean E. Weidner, and administered by the ELCA Foundation as trustee.

In the provision of my parents' wills, this bequest is "*to be used to establish or add to the JEAN E. WEIDNER ENDOWMENT FUND, who witnessed in Christian Education, Music, and Social Ministry in Good Shepherd Lutheran Church of Somerville, New Jersey (1958-1990). The proceeds of this bequest cannot be used merely to pay ordinary operating expenses of the congregation but are to be designated for specific projects or initiatives".*

As a life-long member of Good Shepherd and as a person nurtured and challenged both by the ministry of this Congregation and by the love and generosity of my parents, I am proud and humbled by this announcement.

While many persons who knew my mother or remember serving with her at Good Shepherd may not be around at the anticipated time of the disbursement in 2021, there are folks who still remember her fondly and appreciatively now.

It is my hope that the Congregation Council will make this announcement known to the Congregation as a matter of public record. In the spirit of both my parents' generous stewardship during their lives and beyond their deaths, I encourage the Congregation to use this announcement to inspire and invite others to consider their own creative decisions in giving to the glory of God and in the faithful ministry of the Good Shepherd.

Most sincerely,

Tim Weidner

Tim Weidner

ENDOWMENT FUND POLICY

WHEREAS, Christian stewardship involves the faithful management of all the gifts God has given to humankind - time, talents, the created world and money, including accumulated, inherited and appreciated resources; and

WHEREAS, Christians can give to the work of the church through bequests in wills, charitable remainder and other trusts, charitable gift annuities, assignment of life insurance, and transfers of property (cash, stocks, bonds, real estate); and

WHEREAS, it is the desire of the congregation to encourage, receive and administer these gifts in a manner consistent with the loyalty and devotion to their Lord expressed by the grantors and in accord with the policies of the congregation:

THEREFORE, BE IT RESOLVED, that this congregation, in meeting assembled on June 13, 1993, approve and establish on the records of the church a new and separate fund to be known as THE ENDOWMENT FUND (hereinafter called the "FUND") of GOOD SHEPHERD EVANGELICAL LUTHERAN CHURCH of Somerville, New Jersey;

BE IT FURTHER RESOLVED, that the purpose of this FUND is to enhance the mission outreach of GOOD SHEPHERD EVANGELICAL LUTHERAN CHURCH apart from the general operation of the congregation and from the existing Memorial Fund; that no portion of the income generated by the FUND shall be used for the annual maintenance operating budget of the congregation, except where authorized otherwise in the terms of the gift; that for unrestricted gifts all of the principal amounts will be retained for investment and only the income expanded;

BE IT FURTHER RESOLVED, that the Endowment Fund Committee (hereinafter called the "COMMITTEE") shall advise the Congregation Council on the management of the funds;

AND BE IT FURTHER RESOLVED, that the following Plan of Operation sets forth the administration and management of the FUND.

PLAN OF OPERATION

I. THE COMMITTEE

A. Relationship of the COMMITTEE and the Congregation Council

The COMMITTEE shall:

Administer the promotional and marketing aspects of the program

Recommend the acceptance and disposition of illiquid assets

Administer the assets of the FUND

Seek recommendations from the investment advisor and decide on whether to liquidate non-cash gifts received

Decide on investment options offered by the investment advisor

Recommend allocation of income from unrestrictive FUNDS

Administer the distribution of FUNDS, as approved

Oversee the administration of restrictive FUNDS

Cooperate with the Audit Committee

Report its actions at least semi-annually

The CONGREGATION COUNCIL shall:

Receive and act on recommendations from the COMMITTEE

Receive reports from the COMMITTEE at least semi-annually

Seek nominees and report nominations for the COMMITTEE

B. <u>Make-up of the COMMITTEE</u>

The COMMITTEE shall consist of three (3) members, all of whom shall be voting members of GOOD SHEPHERD EVANGELICAL LUTHERAN CHURCH. Except as herein limited, the term of each member shall be three (3) years.

Upon adoption of this resolution by the congregation, it shall elect three (3) members to the COMMITTEE: one for a term of one (1) year; one for a term of two (2) years; one for a term of three (3) years.

Thereafter, at each annual meeting, the congregation shall elect one member for a term of three (3) years.

No member shall serve more than two (2) consecutive three (3) year terms. After a lapse of one year, former COMMITTEE members may be re-elected.

One pastor and the president of the Congregation Council shall be advisory members of the COMMITTEE.

The Congregation Council shall nominate for the COMMITTEE and report such nominations at the annual congregational meeting in the same manner as for other offices and committees.

In the event of a vacancy on the COMMITTEE, the Congregation Council shall appoint a member to fill the vacancy until the next annual meeting of the congregation, at which time the congregation shall elect a member to fulfill the term of the vacancy.

The COMMITTEE shall elect from its membership a chairperson and recording secretary. The chairperson, or member designated by the chairperson, shall preside at all COMMITTEE meetings.

The recording secretary shall maintain complete and accurate minutes of all meetings of the COMMITTEE and supply a copy thereof to each member of the COMMITTEE, to the advisory Pastor, and to the Congregation Council. The recording secretary shall keep a complete copy of minutes to be delivered to his or her successor. The recording secretary shall maintain complete and accurate records of books of accounts for the FUND and shall report all transactions at meetings of the COMMITTEE.

The COMMITTEE may request other members of the congregation to serve temporarily as advisory members. The COMMITTEE may seek professional counsel on investments or legal matters if the COMMITTEE deems such action to be in the best interest of the FUND. Expense for such counsel is to come from income of the FUND.

C. Actions required by the COMMITTEE

The COMMITTEE shall meet at least semi-annually, or more frequently as deemed by it in the best interest of the FUND. A quorum shall consist of two (2) members. A majority present and voting shall carry any motion or resolution. The member presiding shall vote.

The recording secretary and the chairperson of the COMMITTEE shall both sign all necessary documents other than checks on behalf of the FUND.

The chairperson of the COMMITTEE and one of the following shall both sign all checks on behalf of the FUND – the Treasurer of GSLC, the Pastor, or the President of the Congregation Council.

The financial records of the FUND shall be audited annually by the Audit Committee of the congregation. In the event a member of the COMMITTEE also serves on the Audit Committee, that member shall not participate in the audit of the FUND.

The COMMITTEE shall report on a regular basis to the Congregation Council and, at each annual meeting of the congregation, shall render a full and complete audited account of the administration of the FUND during the preceding year.,

D. Liability and restrictions of the COMMITTEE and relating people

The pastor, Congregation Council, officers of the congregation, church employees and members of the COMMITTEE shall not be liable for any losses which may be incurred upon the investment of the assets of the FUND except to the extent such losses shall have been caused by bad faith or gross negligence. No such person shall be personally liable as long as he or she acts in good faith and with ordinary prudence. Such persons shall be liable only for his or her own willful misconduct or omissions, and shall not be liable for the acts or omissions of any other person enumerated above.

No such person shall engage in any self dealing or transactions with the FUND in which the person has a direct or indirect financial interest and shall at all times refrain from any conduct in which his or her interests would conflict with the interest of the FUND.

II. ASSETS OF THE FUND AND INVESTMENT OBJECTIVES

All assets are to be held in the name of GOOD SHEPHERD EVANGELICAL LUTHERAN CHURCH ENDOWMENT FUND. This will include assets held for restrictive and unrestrictive purposes.

The investment objective of the FUND is to maintain the initial value of gifts received and to generate income for the mission purposes stated below.

Recommendations to hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest and in other respects to manage and control illiquid assets coming to the FUND, as in their judgment and discretion they deem wise and prudent are to be made by the COMMITTEE for approval by the Congregation Council, with subsequent execution overseen by the delegated member of the COMMITTEE.

Decisions to hold or sell liquid assets including stocks, bonds, debentures, mortgages, notes, or other securities, coming to the FUND are to be made by the COMMITTEE after seeking advice from the investment advisor. Such decisions are to be reported at the next meeting of the Congregation Council. Execution of such decisions is to be overseen by the delegated member of the COMMITTEE.

III. RECEIPT OF GIFTS

The retention of gifts in their donated state may meet the investment objectives of the FUND and the COMMITTEE need only pass on its recommendation to hold for the FUND.

Gifts received can be classified in two manners: by their degree of liquidity and by their restrictive designation.

A. Illiquid Gifts

Upon the receipt of gifts that are relatively liquid, such as real property, life insurance assignments (but not death benefits), the COMMITTEE shall consider whether:

To accept such gift; consideration should be given to any potential expense that might be incurred to maintain the property or place the property in a salable state.

To retain such gift in its current state or to seek to convert it to cash.

The recommendation of the COMMITTEE is to be presented to the Congregation Council for approval to proceed.

When converted to cash, the COMMITTEE would proceed in the same manner as for liquid gifts as described below.

B. Liquid Gifts

Decisions regarding the disposition of liquid gifts other than cash, such as stocks and bonds, are to be acted upon as quickly as possible. Counsel is to be sought from the investment advisor. Three options exist:

to sell immediately

to hold for long term investment

to hold temporarily pending an expected development

If the decision is to hold such gifts temporarily, a time period of no greater than three months is to be established to review the original decision.

Following liquidation or upon receipt of cash, the COMMITTEE is to seek the recommendations from the investment advisor as to the investment of available funds. Upon review of these the COMMITTEE shall decide on an investment program and proceed with such investment.

At least twenty-five percent (25%) of funds initially received as cash or other gifts converted to cash for investment will be placed in and remain invested in the ELCA Mission Investment Fund.

C. Restrictive Gifts

Anyone giving counsel to individuals considering to make a restrictive gift to GOOD SHEPHERD EVANGELICAL LUTHERAN CHURCH should review with the prospective donor the practicality of that restriction. An attempt should be made for provisions for executing the gift in a manner closely consistent with the restriction, if future conditions make it not practical to adhere to the restriction.

In the event a restrictive gift is received that is not practical to execute and provisions had not been made by the donor for an alternate program, the COMMITTEE will seek to find relief from the restriction through the donor or his/her personal representative to execute the gift in a manner closely consistent with the stated restriction and the current conditions at GOOD SHEPHERD EVANGELICAL LUTHERAN CHURCH.

Restrictive gifts are to be held in the name of the FUND.

The COMMITTEE is responsible to see that the income generated from the restrictive gift is utilized according to the final decision as to the use of the funds.

If the gift is received in illiquid form or is non-cash, the COMMITTEE is to proceed according to the provisions in subsection A or B above.

D. Unrestrictive gifts

Gifts received with no restrictions are to be invested in the FUND, and the annual income there from is to be distributed as described below.

IV. DISTRIBUTION OF INCOME

Following liquidation or upon receipt of cash, the COMMITTEE is to seek the recommendations from the investment advisor as to the investment of available funds. Upon review of these the COMMITTEE shall decide on an investment program and proceed with such investment.

The COMMITTEE shall determine what is principal and income according to accepted accounting procedures.

If income can be identified with a specific asset held for restrictive purposes that should so be assigned. If the assets received for restrictive purposes are commingled with other assets of the FUND, income from such assets are apportioned.

Income from the FUND may be distributed annually and at such other times as deemed necessary or feasible to accomplish the following purposes:

1. Support to the New Jersey Synod in an amount equal to the total income to be apportioned multiplied by the percentage of benevolence giving adopted by the congregation for the current year. In no event will the percentage used for this distribution exceed twenty-two percent (22%).

2. Support to local institutions and agencies, not related to the ELCA, furnishing programs for those persons area who are in spiritual and/or economic need.

3. Scholarships or grants to members of GOOD SHEPHERD EVANGELICAL LUTHERAN CHURCH attending schools above the secondary level for the purpose of training to enter church vocations.

   In the event that no member of GOOD SHEPHERD EVANGELICAL LUTHERAN CHURCH is enrolled in such training, the funds may be extended to the New Jersey Synod of the ELCA to be used for a similar purpose.

4. Special support to the Lutheran community that GOOD SHEPHERD EVANGELICAL LUTHERAN CHURCH relates to, including but not limited to grants to colleges, seminaries, camps and social service agencies related to the Evangelical Lutheran Church in America (ELCA). It is suggested that the COMMITTEE consult with the Bishop of the New Jersey Synod in identifying special needs of these organizations.

5. Support for the establishment of programs that are unbudgeted and for the continuation of those programs at GOOD SHEPHERD EVANGELICAL LUTHERAN CHURCH

Recommendations for specific appropriations that fall into one of the above purposes shall be directed to the COMMITTEE by existing standing committees of GOOD SHEPHERD EVANGELICAL LUTHERAN CHURCH. The COMMITTEE shall consider all such recommendations and propose to the Congregation Council for its approval the allocation of income available.

Upon advice of the approved distribution the recording secretary shall initiate disbursing funds to the congregation general account.

V. AMENDING THIS RESOLUTION

BE IT FURTHER RESOLVED, that any amendment to this resolution, which will change, alter or amend the purpose for which the FUND is established shall be adopted by a two-thirds (2/3) vote of the members present at an annual meeting of the congregation or at a special meeting called specifically for the purpose of amending this resolution.

VI. DISPOSITION OR TRANSFER OF THE FUND

BE IT FURTHER RESOLVED, that in the event GOOD SHEPHERD EVANGELICAL LUTHERAN CHURCH ceases to exist either through merger or dissolution, disposition or transfer of the FUND shall be at the discretion of the Congregation Council in conformity with the approved congregational constitution and in consultation with the Bishop of the Synod to which this congregation belongs at such time. Consultation with the Evangelical Lutheran Church in America may be desirable for continuation of FUND obligations.

VII. ADOPTION OF RESOLUTION

This resolution, recommended by the Congregation Council and accepted by the congregation in a legally called congregational meeting, is hereby adopted.

GOOD SHEPHERD EVANGELICAL LUTHERAN CHURCH
Somerville, New Jersey

By Judy Miller
President

ATTEST:
Eleanor Kraus
Secretary
Dated this 13th day of June, 1993
Revised by the Congregation on June 8, 2003

MEMORIAL FUND GUIDELINES

Good Shepherd Lutheran Church ~ 300 Union Avenue, Somerville, NJ

Because we believe that the memory of our loved ones may be served by a living memorial that contributes to the ongoing welfare of the Church and of the Kingdom of God, the Memorial Fund of Good Shepherd Lutheran Church, Somerville, New Jersey, has been established.

The procedures and directions for the administration of this Memorial Fund are as follows:

1. Any person desiring to contribute a sum of money in memory of any deceased person may deposit such sum of money in the Memorial Fund of the Church.

   Additional gifts may be made in memory/honor of persons at any time, such as birthday, anniversary of death, etc.

   Bequests made in a Last Will and Testament may also be added to the Memorial Fund; such bequests shall be noted in the Book of Memory.

2. The name of the deceased person shall be inscribed on a page in the Book of Memory. The Book of Memory shall at all times remain upon a place provided for it in the Church.

3. Each donor shall receive an acknowledgment of the contribution. The honored person or family of the deceased shall receive a properly imprinted folder notifying them of the donor's contribution.

4. All contributions shall constitute the Memorial Fund of the Church and shall be accounted for separately from other funds of the Church. Authorization to spend monies in the Memorial Fund shall be vested in the Congregation Council.

5. A contribution may be made in the form of:
   A. an undesignated gift (to be administered in accordance with item 7); or
   B. a designated gift from the Designated Gift List developed in accordance with item 8.

6. To facilitate the living aspect of the Memorial Fund, the undesignated gifts shall be administered by a Memorial Committee. This Committee shall be comprised of volunteers from the congregation. In June of each year, the Council shall appoint a person who will serve as the chairperson of the Memorial Committee. The Committee shall make recommendations for the *use of the balance of the undesignated gifts remaining in the Memorial Fund as of the previous December 31. The recommendations will be submitted to Council for approval and authorization of disbursement. The chairperson shall oversee the disbursement of funds by the appropriate Committee or staff person. Recommendations to be considered by the committee shall include, but are not limited to:
   A. Support of colleges, seminaries, and other recognized institutions of the Evangelical Lutheran Church of America.
   B. Enabling our youth to participate in Synod or ELCA sponsored activities.
   C. Fixed grants to students in the Church preparing for Lutheran ministry or full-time service in the Lutheran Church.
   D. Enhancement of the worship experience; e.g., altar paraments, lay assistant vestments, church hymnals, audio/visual equipment.
   E. Improvement of the Christian Education experience; e.g., audio/visual equipment, meeting room improvements.

Any remaining balance of the undesignated gifts may be used to support the adopted budget of the congregation only when Council deems it a dire necessity** through a 75% vote of the total number of Council members.

* It is recognized that recommendations for use can mean the expenditure of all, part, or none of the balance, depending upon the magnitude of the project under consideration.

** A dire necessity is defined as a situation which imperils the continued operation of Good Shepherd Lutheran Church.

7. The Designated Gift List shall be comprised of two components:
   A. The money in the Memorial Fund given in memory of Mark Froehlich shall be designated as the Mark Froehlich Youth Leadership Memorial which shall be listed permanently as an option on the Memorial Fund designated gift list and be administered according to the following guidelines:
      1) The Memorial shall be invested and the interest used to provide funds to enable youth of Good Shepherd Church to:
         a) attend leadership events (e.g., synod youth convo, synod youth leadership lab, regional and national youth gatherings)
         b) attend Lutheran Church Camps
      2) The income from this Memorial shall be administered by the Congregation's Children, Youth & Family Ministry Team.

   B. Specific items submitted by the Memorial Committee which shall be administered as follows:

      During the first quarter of each year, all standing committees will be invited to submit items, together with their approximate cost, for inclusion on the Designated Gift List to the Memorial Committee. These items, along with the previously Designated Gift List, will be reviewed by the Memorial Committee and a new Designated Gift List will be prepared. This revised list will be submitted to Council for approval. Expenditures for an item from the list approved by Council may be made any time after the cost has been donated.

8. Interest earned from the investment of the Memorial Fund shall remain in the Fund and is to be proportionately allocated between the Mark Froehlich Youth Leadership Memorial (paragraph 8.a.) and the Undesignated Fund. (see paragraph 7).

9. The area near the outdoor cross is set apart as a Memorial Garden where cremation ashes of current and former members and their immediate families may be buried in biodegradable containers and without identification. A plaque nearby lists the names of individuals whose ashes are buried in the garden. There is no charge for interment in the garden. There is a charge requested to cover the cost of the name plate. ($70 as of August 2017.)

These procedures were adopted by the congregation at the Congregational Meeting held on June 12, 1977, and were amended by the Council in September 1985, March 1994, January 1995, May 2000, February 2001, December 2004 and December 2017 .

OFFICE EQUIPMENT RESERVE FUND

Finance Committee recommends
THAT COUNCIL APPROVE THE FOLLOWING GUIDELINES, SIMILAR TO THOSE IN EFFECT FOR THE CAPITAL CONTINGENCY FUND, FOR AN OFFICE EQUIPMENT RESERVE FUND.

1. THAT AN "OFFICE EQUIPMENT RESERVE FUND" BE MAINTAINED.

2. THAT THE PURPOSE OF THIS FUND IS TO PROVIDE FOR SIGNIFICANT EXPENDITURES FOR GSLC OFFICE EQUIPMENT. A SIGNIFICANT EXPENDITURE IS DEFINED AS A REPLACEMENT, IMPROVEMENT OR MAJOR REPAIR TO THE GSLC OFFICE EQUIPMENT COSTING A MINIMUM OF $500.00.

3. THE FUND IS TO BE MAINTAINED AS A LINE ITEM OF THE CHURCH SPENDING PLAN BEGINNING WITH THE 2001 SPENDING PLAN.

4. THE FUND WILL BE REVIEWED EACH YEAR AS PART OF THE ANNUAL BUDGETING PROCESS AND WILL BE FUNDED AS AN EXPENSE ITEM IN AN AMOUNT IN ACCORDANCE WITH THE FUND NEEDS. [as of March 15, 2001, the fund contains $5,000.00.] THE FUND MINIMUM SHOULD MAINTAINED TO AT LEAST $1000.

5. THE FUND BALANCE SHALL BE INVESTED TO OBTAIN A REASONABLE RETURN THROUGH INVESTING IN CHURCH RELATED AND/OR OTHER SECURE INVESTMENTS.

6. INTEREST EARNED FROM INVESTMENT OF FUND SHALL BECOME PART OF THE FUND.

7. THE CONGREGATION COUNCIL HAS THE AUTHORITY TO AUTHORIZE EXPENDITURES FROM THE OFFICE EQUIPMENT RESERVE FUND BASED UPON RECOMMENDATIONS FROM THE TECHNOLOGY COMMITTEE. EMERGENCY REPLACEMENT OR REPAIRS OF LESS THAN $1,000 CAN BE AUTHORIZED IMMEDIATELY BY THE TECHNOLOGY COMMITTEE WITH THE ADDITIONAL APPROVAL OF THE COUNCIL PRESIDENT. A WRITTEN REQUEST EXPLAINING THE EMERGENCY SHOULD BE PRESENTED TO TECHNOLOGY COMMITTEE FOR APPROVAL.

Approved by Congregation Council on April 18, 2001

"EXTRA MILE GIVING" GUIDELINES
(Previously known as "Special Appeals")

The theological philosophy at Good Shepherd is to encourage our members to give freely, joyously and from the heart. We encourage and promote the concept of tithing and proportionate giving. *Tithing* is an offering of 10% of your income to the ministries of Christ. *Proportionate giving* is where a member or member family strives to increase their annual giving by a certain percentage each year as they move toward and beyond tithing. Our goal is to try to educate the congregation as to why we give (in thanks to God) and that our offerings should be given regularly and joyously.

The Stewardship Ministry Team established and adopted certain guidelines to be followed in processing requests for Special Appeals. The Social Ministry and Stewardship Ministry Teams have discussed and updated these guidelines to promote renewed enthusiasm for our mission to help all in need. Each quarter we will review requests for new giving opportunities so our requests are not planned one year in advance, limiting our ability to give when a need arises.

1. A special appeal (now called "EXTRA MILE GIVING" ~ **EMG**) is defined as **any** request to the congregation for the donation of money or goods that need to be purchased, i.e. not used items such as clothing, furniture or tools that are already in the household.
2. All these appeals need to be submitted to and approved by the Social Ministry Team, prior to any advertising of the program or presentation to the congregation.
3. All Extra Mile Giving Appeals must be supported by the ***"3 sponsor rule"*** which means at least three members need to embrace the appeal and be responsible for it.
4. This giving appeal must be for outreach and not for use of GSLC members. This does not include the cost of emergency capital repairs or designated youth events (as stipulated in the Children & Youth Ministry Team Event Funding Policy).
5. **EMG Appeals** should be expected to achieve significant results. Significant result in monetary terms is defined as $500 or greater. This is to avoid hitting the congregation with numerous small appeals that wear on their good will and thus hinder our ability to raise funds in more necessary situations. It was felt that we should be able to find funds (under $500) within other areas of the church financials, (i.e. operating budget, dedicated funds) to fund these smaller items. With each appeal, we need to look carefully at the existing missions supported in our budget already. Also, where possible, sponsors should try to arrange for matching funds.
6. By the first of March, June, September, and December, all requests for EMG Appeals to be held during the next quarter must be presented to the Social Ministry Team, using the attached *Extra Mile Giving Request Form*. All requests will be reviewed and submitted to Council for their endorsement. Groups will be notified of the approval or decline of the appeal after that meeting.

As we continue to focus on annual proportionate growth giving, when we prepare our annual spending plan, we budget for certain line items in benevolence. Examples of past benevolence giving have included ELCA World Hunger, ELCA Disaster Response and Lutheran Social Ministries of NJ.

In addition, the Social Ministry Team budgets funds to support other ***local*** ministries such as Somerset Jail Chaplaincy, Somerset Chaplaincy to the Elderly, the Food Bank, SHIP, the Franklin House, IHN, Somerville Home for Temporarily Displaced Children, and the Resource Center for Women & Families. Moreover, Christian Education offerings are annually used to support ministries such as the Food Bank, ELCA World Hunger, the Blanket/Tools of Hope Appeal, and the GSLC Stitchers.

Beyond our planned benevolence giving, EXTRA MILE GIVING (EMG) provides us additional opportunities to respond joyfully to the many needs of those around us ~ locally and globally.

Adopted by the Stewardship Committee – January 2003, November 2005 and February 2006
Revised by the Social Ministry Team and the Stewardship Ministry Team – March 2009, November 200, August 2010 Revised by the Social Ministry Team – October 2017

EXTRA MILE GIVING APPEALS
REQUEST FORM

NAME OF APPEAL: _____

THREE members sponsoring the appeal:

	Name	Telephone Number
1.		
2.		
3.		

Contact Person: _____ Date Submitted: _____

EXTRA MILE GIVING APPEALS include requests for congregation members to donate funds or new items (i.e., not used goods) in addition to their regular offerings. These appeals are considered an auxiliary part of Good Shepherd's overall stewardship program and are coordinated by the Social Ministry Team. All requests to conduct these appeals should be submitted to the Social Ministry Team by the **sponsoring group** by March 1, June 1, September 1 or December 1. Requests are then reviewed by the Social Ministry Team. They are then submitted for approval by the Congregation Council on a quarterly basis.

- - - - - Please complete the top section of this form and enter information below for all of the items that apply. - - - - -

What do you want to collect? *Be specific about what goods and/or money you want to ask for.*

Who will receive the goods/money collected? *Include the name of the organization or the type of individuals. All monies collected should be given to the organization within 30 days through Good Shepherd's Treasurer.*

Proposed Appeal Period Beginning Date _____ Ending Date _____
Second Choice Beginning Date _____ Ending Date _____

How do you plan to publicize this appeal? *Check all that apply and provide details* where requested.*

- ☐ **Newsletter article**
  Who will write it and which month will it be in? Check with Joan Grace for the deadline.
- ☐ **Faith Talk**
  See Adult Ministry Chair to schedule the time**.**
- ☐ **Worship Folder Insert**
  Contact Laura Meerovich for layout.
- ☐ **Narthex display RECOMMENDED**
  What type? Small easels, tables, bulletin boards and trifold display boards are available.
- ☐ **Collection Bin**
  We have standard blue ones for item collections that can be used – group just needs to make 8 ½ x 11 sign for cover and/or front.

*Provide details here

- - - - -

ST-5 (4-88,R-6)

State of New Jersey
DIVISION OF TAXATION
SALES TAX

To be completed by purchaser and given to and retained by vendor. Read instructions on back of this certificate.

The vendor must collect the tax on a sale of taxable property or services unless the purchaser gives him a property completed exemption certificate.

EXEMPT ORGANIZATION PERMIT NUMBER

EO-NJ3-000-175/000

Good Shepherd Lutheran Church
300 Union Avenue
Somerville, New Jersey 08876

DATE _____

• EXEMPT ORGANIZATION CERTIFICATE •
FORM ST-5

TO _____
(Name of Vendor)

_____
(Address of Vendor)

The undersigned certifies:

That this organization holds a valid Exempt Organization Permit (number shown above) and is not subject to the New Jersey Sales and Use Tax, in connection with this transaction.

That the tangible personal property or service described below which shall be purchased from you is intended solely and exclusively for this organization and is directly related to the purposes for which this organization was created.

That the tangible personal property or service to be purchased is described as follows:

Good Shepherd Lutheran Church
(Name of organization as registered with the Division of Taxation)

By Edmund Goldsmith
(Signature of Officer or Trustee of the organization)

300 Union Avenue Somerville, NJ 08876
(Address of Purchaser)

John R. Baldwin

DIRECTOR