

**Redeemer Lutheran Church**  
**Endowment Fund**  
**Management Committee**  
**Operating Document**

Revised 12/3/2020

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## 1.0 INTRODUCTION

1.1 History of the Fund. The Redeemer Lutheran Church Endowment Fund was established in 2001. Later documents which summarize the history of Redeemer refer to the Fund as “the Redeemer Lutheran Church Fund” and indicate the Fund was started “for future mission needs”. The Redeemer Constitution and Bylaws dated 3/4/2012 refer to the Fund as “the congregational fund” and refer to the committee responsible for management of the Fund as the “Board of Fund Development”. The earliest and only document which has been located specific to the Fund is the Redeemer Lutheran Church Fund Management Committee Operations Document dated 2/28/2007.

### 1.2 Naming Conventions.

- a) To clarify the name of the Fund and its nature, the Fund will here forward be called the **Redeemer Lutheran Church Endowment Fund** (“the Endowment Fund” or “the Fund”).
- b) The governing body responsible for management of the Fund will here forward be called the **Endowment Fund Management Committee** (“the Committee”).
- c) The Fund is an asset owned by the congregation named Redeemer Evangelical Lutheran Church U.A.C., Inc. Rochester, Minnesota. For purposes of this document, the congregation will be referred to as “Redeemer Lutheran Church” or “Redeemer”.

1.3 This document is to be used as a guide for the Redeemer Lutheran Church Endowment Fund Committee. It is designed to provide clarity and direction for the Endowment Fund Management Committee in its work toward the mission and goals of the Endowment Fund, as established in Articles 2.0 and 3.0 below.

## 2.0 MISSION OF THE ENDOWMENT FUND

2.1 The mission of the Redeemer Lutheran Church Endowment Fund is to support the mission of Redeemer Lutheran Church by providing members and friends of Redeemer a means by which they can continue Christian stewardship and financial support of the ministry of Redeemer in perpetuity.

## 3.0 GOALS

3.1 The goal of the Endowment Fund is to support the mission of Redeemer Lutheran Church by obtaining donations to the Fund, investing the donations for growth and income, and to disburse from the Fund for support of the ministry and outreach of Redeemer. The Fund is intended to grow over time and be a continuing source of financial support for the ministry of Redeemer.

3.2 Growth in the Fund will be achieved through three means:

- the receipt of donations and bequests,
- investment of those donations, and
- internal growth through the reinvestment of earnings on Fund assets.

3.3 The Endowment Fund seeks to support the mission of Redeemer Lutheran Church by providing a means of funding nonrecurring expenses, investments or ministry events. The Fund is not intended to be a means of funding the ordinary operations of Redeemer and its ministry. Disbursements from the Fund will be used for nonrecurring special ministry purposes or requests not otherwise provided for in the general church budget or in other dedicated accounts of Redeemer Lutheran Church.

#### 4.0 ENDOWMENT FUND MANAGEMENT COMMITTEE

4.1 The Endowment Fund will be managed by the Endowment Fund Management Committee. The Committee will ideally be comprised of 5 to 7 members. Committee members are to be voting members of Redeemer Lutheran church, who are committed to the mission of Redeemer Lutheran Church and its ministry, committed to the mission and goals of the Endowment Fund and committed to the responsible management of the Fund.

4.2 The Endowment Fund Management Committee (“the Committee”) will:

- d) Manage the assets of the Redeemer Lutheran Church Endowment Fund, its receipts, investments, disbursements and expenses in accordance with this Operating Agreement,
- e) Strive to attain growth in the Fund through new donations
- f) Strive to attain internal growth in the Fund by investing in accordance with Section 8.0 Investment Policy
- g) Select the financial institutions which will hold Fund assets, in order to achieve these goals
- h) Maintain an annual publicity schedule to educate the congregation about the Fund
- i) Provide reports to the Redeemer Church Council and to the Congregation at least annually on the value of the Fund and Fund activity.

4.3 The Committee is not permitted, nor is any Committee member permitted, to pledge or otherwise encumber the Fund assets under any circumstance.

#### 5.0 ENDOWMENT FUND DONATIONS

5.1 Donations to the Endowment Fund may be Undesignated or may be Designated.

- a) Undesignated: Undesignated contributions to the Endowment Fund will be invested by the Fund Management Committee, with the earnings from such investments to be available for nonrecurring special ministry purposes or requests not provided for in the general church budget or other dedicated funds of Redeemer Lutheran Church. Possible uses include but are not limited to:
  - Enhance the ministry of the church
  - Missions
  - Education
  - Scholarships for future church workers
  - Assist in acquiring and constructing church facilities
- b) Designated Funds: These funds have been donated for a specific purpose, as designated by the donor at the time of the donation. The purpose of each of these funds cannot be changed without consent of the donor or donor representative.
  - i. Where a donor wishes to place a restriction upon the use of their gift or bequest for a specific purpose, it is suggested that the Donor empower the Fund Management Committee, after a certain period of time, to evaluate the restriction and to redesignate the donation to an appropriate alternate use if the original purpose for which the gift was designated is no longer relevant.
  - ii. A minimum initial gift of \$10,000 is required for a donor to designate a new special-designation fund. The donor(s) must first submit a completed “Special Designation Donation Form” and obtain approval by the Endowment Fund Management Committee. The purpose of any new special-designation fund will be reviewed in advance by the Fund Management Committee to avoid overlap with existing funds or a purpose in conflict with

the mission and values of Redeemer Lutheran Church and the Redeemer Endowment Fund.

- iii. Unless specifically prohibited by the gift instrument, the Committee may use both income and the gift principal toward the purpose for which the gift was designated.

5.2 All donations will be documented with the completion of either the “Redeemer Lutheran Church Endowment Fund New Donation Form” (Appendix A) or the “Special Designation Donation Form” (Appendix B), as appropriate to the donation.

5.3 If requested by the donor, gifts will be kept confidential.

5.4 The Endowment Fund is an asset owned by Redeemer Evangelical Lutheran Church U.A.C., Inc. Rochester, Minnesota (“Redeemer”), which is a tax-exempt entity under IRC 501(c)(3). Gifts to the Endowment Fund MAY be tax deductible. The Donor Relations officer, or other Committee member(s) acknowledging a gift to the Endowment Fund, should advise the donor(s) to consult with an appropriate tax advisor about the deductibility of their gift to the Fund. Committee members and Fund documents will not make tax representations to donors.

5.5 Donations of cash, readily marketable securities, life insurance and other contracts which can be readily converted to cash may be accepted by the Fund. The Committee will have discretion whether to hold a noncash donation or convert it to cash immediately upon receipt. Donations of real estate will be considered on an individual basis. (*Issues to be considered may include but are not limited to: property condition, market conditions, marketability of the property, environmental assumption of liability, easements, marketable title, carrying costs, etc.*).

5.6 The Endowment Fund Management Committee reserves the right to decline a donation. Reasons for declining a donation may include, but are not limited to:

- a) if the asset(s) being donated or the intent of the donation is contrary to the mission and goals of the Endowment Fund as stated above, or contrary to the mission and values of Redeemer Lutheran Church, or
- b) if the gift is deemed too restrictive in purpose or marketability, or
- c) if the gift is deemed too difficult or costly to administer.

The Committee has the option to confer with the Executive Committee of Church Council, the Church Council, and / or the Congregation about accepting or declining any gift, at the Committee’s discretion.

## 6.0 ENDOWMENT FUND MANAGEMENT COMMITTEE MEMBERSHIP

6.1 Candidates for the Endowment Fund Management Committee are nominated by Redeemer Lutheran Church’s Nominating Committee and approved by vote of the Redeemer congregation. Candidates for membership on the Committee must be voting members of Redeemer. Candidates for the Endowment Fund Committee should be aware that each Committee member is expected to assume specific responsibilities as outlined below and in Appendix C, as well as assisting the work of the Committee as whole and as additional responsibilities may arise.

6.2 The Committee’s goal is to have 5 to 7 members. The Committee will have no less than three members, in accordance with Redeemer’s Constitution. If at any time the Committee has less than three members, the Redeemer Lutheran Church Council shall appoint additional member(s) to the Endowment Fund Management Committee so as to bring the Committee membership to at least three members, consistent with Redeemer’s Bylaws. Such appointed Committee members will serve until the Nominating Committee is able to nominate and the Congregation approve additional member(s) to the Endowment Committee.

### 6.3 Committee Member Responsibilities:

- a) Attend all Committee meetings and actively participate in Fund management decisions

- b) Help communicate the Fund mission and goals to the congregation
- c) Promote Fund growth through solicitation of donor gifts
- d) Manage Fund assets and disbursements in accordance with this Operating Agreement
- e) Assume specific Committee member responsibilities as outlined in the Officers Roles & Responsibilities detailed in Appendix C.
- f) Committee members, in the performance of their duties, must conform and act pursuant to the documents and instruments establishing and governing the Endowment Fund. Committee members have a duty of loyalty that precludes them from being influenced by motives other than the accomplishment of the purposes of the Redeemer Endowment Fund. Notwithstanding any provision of law, no Committee member shall vote or participate in a determination of any matter in which the Committee member shall receive a special personal gain. All Committee members will abide by the Committee's Conflict of Interest policy and provide a signed Disclosure as circumstances warrant, but no less frequently than annually. (Appendix F)

6.4 Desired Skills for Committee Members:

- a) Ability to work as a Committee member and relate comfortably with others
- b) Skills in leadership, vision, planning, and communication, with an interest in promoting the mission of Redeemer Lutheran Church
- c) Experience with investments and/or ability to understand and assess investments and related recommendations
- d) Experience with processing gifts and bequests pertaining to estates, wills, trusts, stocks, real estate, and insurance
- e) Experience with foundations and fundraising

6.5 Amount of Time Required: The Committee will meet at least four times per year, on a quarterly basis. Meetings may be required more frequently based on timing of requests for disbursements or other business of the Committee. Individual time is also required to fulfill position responsibilities.

6.6 Length of Commitment: Committee membership is a three-year term, elected by the congregation. Terms run from August to July.

6.7 Committee Positions:

Chairperson  
 Secretary  
 Treasurer  
 Investments officer  
 Publicity officer  
 Donor Relations officer

- a) The roles and responsibilities of each position are detailed in Appendix C.
- b) All positions require a formal vote of approval by a majority of Committee members. Committee members may hold more than one Committee position role.
- c) All Committee members will execute documents as necessary to meet the requirements and responsibilities of their respective positions, and as approved by the Endowment Fund Committee and documented in the Committee's minutes. This includes executing appropriate authorities to sign checks, execute investment orders, etc.
- d) All Committee members are expected to be cooperative in the performance of their specific roles and in the execution of the work of the Committee as a whole. Committee members shall assist each other as requested to ensure maximum performance in meeting the goals of the Endowment Fund.
- e) Committee members in their role as members on the Endowment Fund Management Committee are covered under Redeemer's Directors & Officers liability insurance.

- f) Records are to be maintained by each Committee member specific to their Committee role. These records are to be passed to the next person serving in the role.
- 6.8 On an annual basis, the Committee will review:
- a) Committee members completing their three-year term
  - b) Committee members interested in a change from current Officer position(s). Each year, Committee members should have the opportunity to rotate to other Committee positions if they desire. This benefits the Endowment Fund Management Committee as our guidelines and processes are reviewed from another person's perspective and new ideas are considered.
  - c) Desired positions to be filled by incoming committee member(s)
  - d) Discuss other proposed changes in Committee Member positions & responsibilities
  - e) The Committee will annually elect its slate of officers after new members, if any, have been added to the Committee.

## 7.0 ENDOWMENT FUND PUBLICITY GUIDELINES

7.1 The Committee will prepare announcements for Redeemer Lutheran Church publications, bulletins, and display in the narthex with the purpose of making the congregation aware of the Endowment Fund, its mission, opportunities for gifting to the Fund and opportunities for funding from the Endowment Fund.

7.2 Endowment Fund Brochure: The Committee will provide an informational brochure about the Endowment Fund to interested parties. The Publicity officer of the Committee is responsible for ensuring annual review of the brochure and the availability of the brochure to interested parties. See Appendix E for the most recent version of the brochure.

7.3 The Committee will work with the Redeemer staff and with Redeemer's Memorial & Special Gifts committee to publicize the Fund.

7.4 Suggested Annual Publicity Schedule

- January: Prepare Committee Report for Redeemer Lutheran Church Annual Report
- February/March: Include an article in the Resource newsletter for tax time
- September: Include an article in the Resource newsletter for stewardship
- November/December: Include an article in the Resource newsletter for year-end giving
- Other publicity as agreed upon by the Committee.

## 8.0 INVESTMENT POLICY

8.1 General Precepts: Donors have the right to expect good stewardship over their gifts. The Endowment Fund Management Committee is responsible for setting investment guidelines, including asset allocation, which seeks to maintain the purchasing power of donations through a reasonable rate of return. The Committee will ensure the Fund is invested in an appropriately diversified portfolio. In investing and managing the Fund, the Committee will comply with the duty of loyalty and act in good faith and with the care a person in a like position would exercise under similar circumstances. In managing the Fund, the Committee may incur costs that are appropriate and reasonable under the circumstances, such as brokerage fees, investment advisor fees, legal fees, appraisal fees, etc.

8.2 Investment of Principal: As is typical with an Endowment Fund, it is this Fund's intent that the principal amount of donations to the Endowment Fund will typically not be spent and therefore will be invested in long-term investments. The primary long-term investment objective of the Fund principal is to maintain purchasing power of the assets. This objective is to be

achieved in a manner consistent with reasonable risk-taking and is to be reviewed and may be revised as the investment environment changes.

8.3 Investment of Fund earnings: Fund earnings which are not disbursed to support the ministry of Redeemer Lutheran Church will be invested consistent with this Investment Policy and consistent with the Fund's Disbursement Policy in Section 9.0.

8.4 Risk and Return Policy: A reasonable level of risk is necessary in order to achieve income and growth and to maintain purchasing power of the Fund's assets. The investment goal of the Committee is to achieve a reasonable rate of return, at least equal to or greater than the Consumer Price Index (CPI) rate of inflation. Investments will be selected with the intent to balance risk against acceptable investment returns on Fund assets.

8.5 Liquidity: Cash and cash equivalents within the portfolio may be kept at a minimum unless notification is given that a large cash withdrawal may be required in the near future. Otherwise there is no need to maintain a large cash balance for liquidity purposes.

8.6 Time Horizon: This portfolio is an Endowment Fund, which is generally intended to be perpetual in nature. Investments will be intended for the long-term. Short-term fluctuations in value shall be considered secondary to long-term results.

8.7 Income Taxes: The Endowment Fund is an asset belonging to Redeemer Lutheran Church, which is a tax-exempt entity under IRC 501(c)(3). The Fund and its earnings are therefore exempt from income taxes.

8.8 Recommended Investments: The Endowment Fund Committee shall seek investments which represent a broadly diversified portfolio, demonstrate competitive returns and have low expense ratios.

8.9 Prohibited Activities: The Fund assets should not be invested in speculative or illiquid assets. Short selling is prohibited. The Committee is not permitted to use leverage for investing.

8.10 Unique Circumstances: The Endowment Fund Management Committee reserves the right to apply restrictions or limitations in investments as may be necessary or appropriate.

8.11 Asset Allocation: Asset allocation should be reviewed at least annually and managed to achieve the investment goals and cash flow needs of the Fund. Further diversification within each asset allocation category below should be considered.

- Recommended Asset Allocation Ranges:

30-60%	Equities
40-70%	Fixed Income
0-10%	Alternative Investments (within liquid mutual funds i.e., real estate investment trusts, commodities, natural resources)
0-10%	Cash and cash equivalents. <i>Use of the LCMS Extension Fund is encouraged.</i>

- Gifts of individual stocks or other asset type may temporarily change the weighting in each asset allocation category. Management and investment decisions about an individual asset will be made in the context of the Fund as a whole and as part of an overall investment strategy with risk and return objectives suited to the Endowment Fund's needs. The Committee reserves the right to hold or sell individual stocks as the Committee sees fit to maintain the Fund's overall asset allocation.

8.12 Selection of an Investment Advisor: The Endowment Committee may select an investment advisor for assistance in meeting its responsibilities. Such advisor will be held accountable by the committee to achieve the objectives stated herein. The Endowment Committee retains responsibility to monitor the Fund's investments and investment strategy on an ongoing basis.

8.13 Accounts of the Endowment Fund: The cash balances of the Endowment Fund may be managed through the general checking account of Redeemer Lutheran Church. The Endowment Fund will maintain its own unique investment account(s). Withdrawals from any accounts require Committee approval as documented in the Committee's meeting minutes.

## 9.0 DISBURSEMENT POLICY

9.1 Generally, only investment income in the Endowment Fund will be available for disbursement. While it is the goal of the Endowment Fund to disburse only from net income, the Fund Management Committee is not precluded from withdrawing some principal from the portfolio. This may occur in the event of a very significant and exceptional request, such as to contribute to the funding of a major Redeemer Lutheran Church project.

9.2 Annual Disbursement Goal. The Committee should establish a Disbursement Goal each year, based on the greater of:

- a) 3% of the **Fund's 5-year average value** (**Fund's 5-year average value** is calculated based on the average of the Fund's year-end balances from the five most recent year-ends.) or
- b) the **Fund's 5-year average investment return**. (**Fund's 5-year average investment return** is calculated based on the average of the Fund's investment returns from the five most recent year-ends.)

If the annual disbursement goal under this formula exceeds the actual amounts disbursed in any given year, seventy-five percent (75%) of the undisbursed goal amount will be carried forward and be available for disbursement for the following three years. This carry-forward will be in addition to each year's recommended **Annual Disbursement Goal** as defined above. The remaining 25% would remain in investment accounts. This 75% carry-forward applies only when the Fund's 5-year average investment return exceeds 3%.

Examples:

- 1) 5-year average of fund value = \$200,000  
5-year average investment return = 2.8% (less than 3%, therefore use 3%)  
Annual disbursement goal =  $0.03 \times 200,000 = \$6,000$
  - 2) 5-year average of fund value = \$200,000  
5-year average investment return = 4.5%  
Annual disbursement goal =  $0.045 \times 200,000 = \$9,000$
  - 3) If in example 1), only \$2,000 was disbursed, then \$3,000 (75 % of \$4,000) would be available in addition to the annual disbursement goal for a period of three years.
- Each year, upon establishing the annual disbursement goal, the Endowment committee will communicate the year's disbursement goal to the Redeemer Church Council, consistent with Redeemer's Bylaws.
  - This disbursement policy will be reviewed by the Committee with a long-term perspective and may be modified as needed to achieve the goal of capital preservation.

9.3 Requests for Disbursement will be made by completing the Disbursement Request Form (Appendix D) and submitting it to the Chairperson of the Endowment Fund Management Committee. The Fund Committee will discuss the disbursement request at its next meeting. Disbursements from Fund **income** must be approved by a majority vote of the Committee members.

9.4 If requests for disbursement are considerably less than the annual goal for disbursement as outlined in Section 9.2 above, the Committee should seek opportunities to disburse funds for purposes consistent with the goals of the Fund.

9.5 The Endowment Fund Management Committee is not precluded from disbursing **principal** from the Fund; however, this would not be the typical situation. Such disbursements of principal would only be in the event of major investment in the ministry of Redeemer Lutheran

Church or to meet the specific purpose of a specially designated donation. Disbursement of Fund **principal** of a material amount, which was not pre-authorized by the Donor(s) requires approval by the congregation of Redeemer Lutheran Church. The Endowment Fund Committee has discretion to disburse principal without congregational approval when not a material amount.

#### 10.0 SUCCESSION PLAN

10.1 In the event the incorporated body known as Redeemer Evangelical Lutheran Church U.A.C., Inc. Rochester, Minnesota (“Redeemer”) ceases to exist, then the Redeemer Lutheran Church Endowment Fund shall transfer to its successor congregation. In the event the successor congregation(s) ceases to exist or there is no successor congregation, then the Redeemer Lutheran Church Endowment Fund shall be disposed of by the final voters’ assembly for the payment of debts and all just claims against the congregation, and any and all surplus and all rights connected therewith shall be conveyed to and become the property of the Minnesota South District of The Lutheran Church—Missouri Synod. Consistent with Redeemer’s Constitution.

#### 11.0 OPERATING DOCUMENT AMENDMENT AND REVIEW

11.1 These policies and guidelines have been reviewed and accepted by the Endowment Fund Management Committee of Redeemer Lutheran Church on 12/3/2020. This Operating Document shall remain in effect in its entirety until revised by the Endowment Fund Management Committee. The Committee must approve by majority vote of the Committee any subsequent changes to or deviations from these policies. Proposed changes to this document which materially change the intent or goals of the Fund or materially change the operation of the Committee must be approved by the Congregation of Redeemer.

Redeemer Lutheran Church Endowment Fund  
**Donation Form – Undesignated Gift**

Donor Name: \_\_\_\_\_

Gift Given in Memory/Honor of: \_\_\_\_\_

I wish to remain anonymous: Yes \_\_\_ No \_\_\_

Donation amount: \_\_\_\_\_ Type of gift \_\_\_\_\_

Undesignated gift \_\_\_\_\_

Donors are urged to seek their own independent legal and/or tax counsel in matters relating to Endowment Fund gifts, bequests and deferred gifts, particularly with reference to tax and estate planning consequences. The donor is advised that it is the donor's responsibility to obtain any necessary appraisals, file appropriate tax returns and defend against any challenges to claims for tax benefits.

\_\_\_\_\_  
Signature of Donor/Donor Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Redeemer Lutheran Church Endowment Fund Management Committee Member

\_\_\_\_\_  
Date

Appendix B

Redeemer Lutheran Church Endowment Fund  
**Donation Form – Designated Gift**

*This form is to be used when a donor gift of at least \$10,000 is being designated for a specific purpose.*

Donor Name: \_\_\_\_\_

Gift Given in Memory/Honor of: \_\_\_\_\_

I wish to remain anonymous: Yes\_\_\_\_ No\_\_\_\_

Donation amount: \_\_\_\_\_ Type of gift \_\_\_\_\_

I designate these funds to be used as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I authorize the Redeemer Endowment Fund Management Committee to use both the income and the gift principal toward the purpose for which the gift is designated.

\_\_\_\_\_ I authorize the Redeemer Endowment Fund Management Committee to use only the income from this gift toward the purpose for which the gift is designated. The principal will remain in the Fund in perpetuity. After such time that the designated purpose of this donation has been met, the income from this donation may be disbursed at the Committee's discretion, consistent with the Mission and Goals of the Fund.

This directive will be active until:

\_\_\_\_\_ Committee's discretion

\_\_\_\_\_ years from now, after which time the Redeemer Endowment Fund Management Committee is authorized to evaluate the restriction; if the original purpose for which the gift was designated is no longer relevant, the Committee is authorized to redesignate its purpose to an appropriate alternate use.

Donors are strongly urged to seek the assistance of personal legal and financial advisors in matters relating to their prospective gifts and the resulting tax and estate planning consequences. The donor is advised that it is the donor's responsibility to obtain any necessary appraisals, file appropriate tax returns and defend against any challenges to claims for tax benefits.

\_\_\_\_\_  
Signature of Donor/Donor Representative Date

\_\_\_\_\_  
Signature of Redeemer Lutheran Church Endowment Fund Management Committee Member Date

Redeemer Lutheran Church Endowment Fund  
**Committee Positions – Roles & Responsibilities**

Chairperson - The Chairperson will:

- Establish the agenda for each meeting, with input from other Committee members. The agenda will be distributed to all Committee members in advance of each meeting.
- Preside at each Committee meeting. If the Chairperson is absent from any meeting, the Committee secretary will lead the meeting in lieu of the chairperson.
- Ensure the business of the Committee is conducted according to the By-Laws of Redeemer Lutheran Church and consistent with this Operating Document.
- Assure follow-up is completed on all Committee decisions
- Be the point person for receipt of Disbursement Requests.
- Sign all Disbursement Requests after Fund Committee review and approval as documented in the Committee's meeting minutes.
- Be the primary point of contact on behalf of the Committee with other stakeholders (Redeemer congregation, council, church office, pastors, church bookkeeper).
- Be authorized to execute deferred gift agreements or other legal documents on behalf of the Committee, after obtaining approval from a majority of the Committee via vote.
- Prepare and provide the Committee's report for the Redeemer Lutheran Church annual congregational meeting.

Secretary - The Committee Secretary will:

- Take the minutes at each meeting and prepare & distribute the minutes to all Committee members in a timely fashion after each meeting. At a minimum, meeting minutes will provide a list of Committee members in attendance and document all decisions voted upon at each meeting. In the event the Secretary is unable to attend a Committee meeting, the Committee Treasurer will be responsible for taking the meeting minutes and distributing them after the meeting.
- Review the Treasurer's Report at each meeting of the Fund Committee, ensuring agreement between the Treasurer and the Investments officer on all financial matters.
- Oversee the Committee's membership requirements and Committee member position requirements.
- Oversee the Committee's Conflict of Interest Policy and obtain a Disclosure at least annually from each committee member.
- Maintain this Operating Document, reviewing it annually with the Committee and updating as necessary.
- Ensure that proper authorization and documents have been executed with each change in Committee officer/role. This includes authorizations to sign checks, execute investment orders, etc.
- The Committee Secretary is responsible for maintaining the Permanent Records of the Fund (organizational document, Operating Agreement, records of Designated Gifts, minutes, etc.)

Treasurer – The Committee Treasurer will:

- Maintain the financial records of the Fund and provide financial reports to the Committee at each meeting. Financial reports will be prepared on a timely basis in order to provide an accurate accounting of funds.
- Assist the Committee Chairperson with the preparation of the Endowment Fund report for the Redeemer Lutheran Church annual congregational meeting.

- Report the Fund's assets to Redeemer's treasurer for inclusion in Redeemer's year-end balance sheet.
- Annually review and assure Committee members that they are covered under Redeemer's Directors & Officers liability insurance.

Investment officer – The Investment officer will:

- Serve as the Committee's primary contact person with the Fund's Investment Advisor(s).
- Review periodically the Fund's investments and advice from Investment Advisors for adherence to Section 8.0 Investment Policy.
- Provide investment suggestions for the Fund assets consistent with Section 8.0 Investment Policy.
- Ensure the Committee's investment decisions are executed. The Committee will vote on investment decisions and grant authority to the Investment officer to execute the Committee's investment decisions. The Investment officer is not authorized to execute any investment actions without the prior approval of the Committee, with such approvals to be documented in Committee meeting minutes.
- Review and sign all investment documents as required.
- Provide timely reporting on the Fund's investments at each Committee meeting.
- Ensure that the Committee monitors the Fund's investments and investment strategy at least annually.

Publicity officer – The Publicity officer will:

- Be responsible for ensuring the mission, values & goals of the Endowment Fund are made known to the members of Redeemer and its stakeholders. The Committee will assist the Publicity officer in setting goals for the publicity of the Fund and executing on those goals.
- Maintain the Redeemer Lutheran Church Endowment Fund brochure, review annually and recommend changes to the Committee for approval, and ensure approved changes are implemented.
- Maintain the annual Publicity Schedule and review upcoming events at each Committee meeting.

Donor Relations officer – The Donor Relations officer will:

- Be the Committee member with primary responsibility to meet with prospective donors.
- Ensure each donation is properly documented with a completed "Redeemer Lutheran Church Endowment Fund New Donation Form" or "Special Designation Donation Form", as appropriate to each donation.
- Be responsible for the preparation and delivery of Thank you letters to donors for contributions and bequests. All donors will be given a written acknowledgment for their gifts.
- Advise the Committee on strategies to solicit donations from prospective donors.
- Maintain the Donation Forms, review annually and advise the Committee of proposed improvements.

Appendix D

Redeemer Lutheran Church Endowment Fund  
**Disbursement Request Form**

*This form is to be completed and delivered to the Endowment Fund Management Committee Chairperson.*

*Goals of the Endowment Fund Section 3.3: The Endowment Fund seeks to support the mission of Redeemer Lutheran Church by providing a means of funding nonrecurring expenses, investments or ministry events. The Fund is not intended to be a means of funding the ordinary operations of Redeemer and its ministry. Disbursements from the Fund will be used for nonrecurring special ministry purposes or requests not otherwise provided for in the general church budget or in other dedicated accounts of Redeemer Lutheran Church.*

Date: \_\_\_\_\_

Person / Committee Requesting Funds: \_\_\_\_\_

Requested funds to be used for (select one):

\_\_\_\_\_ Ministry    \_\_\_\_\_ Mission    \_\_\_\_\_ Education    \_\_\_\_\_ Church Facilities

\_\_\_\_\_ Other: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Date funds are needed: \_\_\_\_\_

Funds to be used for: \_\_\_\_\_

The following questions must be answered by the requestor:

- 1. Has the requestor determined that this expense is NOT included in the general church budget? Yes / No
- 2. Has the requestor determined that this expense is NOT part of an ongoing or recurring event or activity? Yes / No

The following question must be answered by the Endowment Fund Committee:

- 3. Does this need meet the intended purpose and criteria of the Endowment Fund? Yes / No  
*(Refer to Section 3.3 Goals in the Fund Operating Agreement)*

- 4. Is there a dedicated account or other funds/resources at Redeemer more appropriate for this request? Yes / No
- \*\*\*\*\*

Date Reviewed by the Endowment Fund Management Committee: \_\_\_\_\_

Committee Decision:        \_\_\_\_\_ Approved        \_\_\_\_\_ Not Approved        \_\_\_\_\_ Tabled

Disposition: \_\_\_\_\_

\_\_\_\_\_  
Signature of Redeemer Lutheran Church Endowment Fund Management Committee Chairperson    Date

Appendix E

Redeemer Lutheran Church Endowment Fund  
**Informational Brochure to be attached here**

Redeemer Lutheran Church Endowment Fund  
**Conflict of Interest Policy & Disclosure**

**Purpose:**

It is the policy of Redeemer Lutheran Church Endowment Fund that every Member of the Endowment Fund Committee and every Redeemer Employee shall abstain from involvement, whether by voting or otherwise participating in the decision-making process, in those situations where they have or may have a conflict of interest.

Examples of potential conflict of interest are when:

- a) a committee member or their relative\* or business stands to gain a benefit from an action the Endowment Committee takes or a transaction into which the Endowment Fund enters; or
- b) a committee member or their relative\* or business has another interest that impairs, or could be seen to impair, the independence or objectivity of the committee member in discharging their duties to the Redeemer Endowment Fund, or
- c) a committee member is either a director, officer or employee of the other party(ies) involved.

In those situations where a conflict of interest does exist or has the potential to exist, any Committee Member or Redeemer Employee aware of such shall notify a member of the Endowment Committee.

**I have read the Conflict of Interest Policy. I understand and I agree to abide by the terms.**

\_\_\_\_\_ To the best of my knowledge, I do not have any Conflict of Interest at this time.

\_\_\_\_\_ I hereby disclose the following Conflict of Interest or potential Conflict of Interest:

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\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\* A person's relative is defined for these purposes as their spouse or domestic partner, ancestors, siblings, descendants, and spouses or domestic partners of said person's siblings or descendants.

Appendix G

Redeemer Lutheran Church Endowment Fund  
**Operating Document History**

- 2/28/2007 Original Operating Document approved
- 6/12/2019 Revisions to improve clarity and transparency
- 12/3/2020 Revisions to conform to Redeemer's Constitution & Bylaws, accommodate investment management by LCMS Foundation, add Conflict of Interest language, minor clean ups