

The
Lutheran
Church
of the
Holy
Spirit



Memorial Fund & Endowment Program

*Empowering the Church
for Enduring Ministry*

The gospel of Christ proclaims love and hope to a weary and broken world. The universal church has and will continue to go through many challenges. Proclaiming the Gospel, in word and deed, to all generations is the church's mission. Might you consider how you can be a part of this telling of Jesus beyond your earthly life? Joining with others through the generations, sharing in generous and faithful ways is a good thing to consider.

As stewards of the resources that we have been gifted, giving to the church can be made through a variety of ways. Please consider one of the following:

- + A monetary gift
- + A bequest in a will or trust
- + An investment gift
- + A life insurance beneficiary or ownership
- + A charitable gift annuity
- + An IRA or other qualifying plan
- + A percentage of an estate
- + A sale of property

The Memorial Fund/Endowment Program at The Lutheran Church of the Holy Spirit exists so that the telling of what God has done through Jesus will continue to be shared. This can happen through scholarships, youth ministry, program enrichments, community service, and building and grounds enhancements.

Gifting in memory of a loved one or yourself is a way to invite others into the life and love of Jesus, and a way for you to be a part of the Story of God to come. We would love to hear how you will live out this calling!

Memorial Fund

A **Memorial Fund** is a way that a family and/or interested donors can contribute *in memory of a loved one*.

These funds are collected and dispersed via the following Memorial Fund Policy.

The Lutheran Church of the Holy Spirit has adopted this Memorial Fund Policy in our effort to assist individuals to make gifts to the church in memory of a loved one. The Lutheran Church of the Holy Spirit is grateful for all gifts from the smallest to the largest. All memorial gifts will be acknowledged by the church.

When The Lutheran Church of the Holy Spirit is designated as a recipient of memorial gifts, the family of the memorialized should specify whether the gifts collected are to be used for a specific purpose. If no purpose is specified on the *Memorial Fund Designation Form, the funds will be considered undesignated. The family will then be contacted by the Senior Pastor for suggestions for a specific ministry. If the family still does not specify a particular ministry, the Congregation Council will have the responsibility of overseeing the use of these gifts. All gifts are irrevocable. No gift will be returned to a donor.

All memorial gifts will be recorded in the Memorial Gift Book kept by the church for permanent record. Additionally, the church will record the gifts in a memorial spreadsheet which will contain a grand total of all gifts given for a specific individual. The church will provide the family with a list of individuals that donated in memory of their loved one but no amounts will be included.

No item purchased with memorial funds shall be marked with a nameplate unless the Congregation Council approves that action. Items marked prior to the adoption of this policy can continue to be marked. This policy does not mean that a donor may not be publicly identified at an appropriate time, but no item should carry an identifying legend. Donated items may be discreetly marked with identification numbers so that a list of memorial items can be retained.

Endowment Program

There are several established endowments within the Endowment Program. These funds are reviewed regularly by the Endowment Team and all disbursements from these funds are done upon the recommendation of said team and by the approval of Congregation Council.

The **General ELCA Endowment Fund** is our oldest and foundational endowment which gives the authority to establish other endowments such as those described below. The General ELCA Endowment has the broadest definition of permissible uses.

It has been used to:

- provide funds for expenses outside of our normal operating budget (e.g. call committee expenses).
- offset budgeted items with above average costs (e.g. new technological equipment).
- provide benevolence funds to outside organizations.
- provide needed funds for long-range facility needs.

The **Pastor Walter A. and Mrs. Phyllis L. Kuntzleman Scholarship Fund** is designed primarily to provide funding for The Lutheran Church of the Holy Spirit members who seek advanced Christian education (e.g., seminary training) and/or other Christian/faith-based ministries and/or vocations.

The **Reverend Dr. C. Alton and Lois M. Roberts Memorial Trust Fund** is designed to provide members of The Lutheran Church of the Holy Spirit with financial assistance similar to that of the Kuntzleman Scholarship Fund. In addition, the fund supports adult educational symposia, mini-courses, workshops, and speakers to enhance the Christian education of our adult membership.

The **Dr. LeRoy Aden Endowed Lecture and Continuing Education Series Fund** is designed to fund lectures and continuing educational events offered by speakers with knowledge in the areas of pastoral care and counseling. Educational opportunities, such as sessions/lectures, experimental learning formats can be for a mixed audience of students, clergy, church professionals, or laypersons.

The **Caroline and Erwin Schmid Memorial Trust Fund** is designed to provide scholarships or other financial aid for members pursuing higher education in church-related vocations, as well as providing funds for capital items intended to enhance the worship ministry of the church.

The **William S. Wotring Endowment Trust Fund** is designed to provide funds and programs for youth ages 13 to 23 years old. It established a Memorial Youth Library Resource Center at the Lutheran Church of the Holy Spirit. In addition, this fund regularly supports the expenses of Vacation Bible School, Cat Camp, grants to attend Bear Creek Camp, and many other children and youth programs of the congregation.

When a person leaves a legacy gift upon their death, the gift will be collected and disbursed following the rules of our Legacy Gift acceptance policy below.

If a legacy gift is received as a result of a bequest or any type of “planned giving” (e.g. will, codicil, etc.) without a specific intention, the gift shall be deemed undesignated. This undesignated monetary gift shall be deposited into the General ELCA Endowment Fund account.

If a legacy gift is received as a result of a bequest or any type of “planned giving” (e.g. will, codicil, etc.) with a specific intention, the Endowment Team will recommend a proposal to deposit this gift appropriately. If the specific intention requires establishing a new Endowment Fund, it must be supported by formal documentation such as a Trust document or a Testamentary Trust established under the will of a decedent. Congregation Council is required to approve any action regarding this gift.

All monetary gifts will be deposited into the Memorial dedicated account upon receipt. The church will ensure that the funds are then deposited to the appropriate Endowment Fund account.

If a legacy gift is a non-monetary gift, the terms of the Gift Acceptance Policy shall be followed.

Gift Acceptance

If a non-monetary gift is given, the rules of the Gift Acceptance Policy will be followed.

If a gift is an item or tangible property, the proposed gift will be reviewed by the Congregation Council to determine if it coincides with the church's mission. The gift must be considered from the perspectives of purpose, utility, permanence and ongoing physical maintenance or funding. The Congregation Council reserves the right to refuse a gift of this type or to request the disposal of the property with the proceeds benefitting the church's dedicated General ELCA Endowment Fund account.

If the proposed gift would involve building alterations, interior/exterior fixtures, renovations or decorations, the donor is requested to provide proposed plans, drawings, photographs or visual aides to allow the Property and/or the Design Team to determine whether the gift as proposed is appropriate. The Team(s) reserve(s) the right to request modifications to the proposal or to reject it completely. If an item is rejected, the Senior Pastor should advise the donor that a different gift might have a greater positive impact on the church.

No gift shall be marked with a nameplate unless the Congregation Council approves that action. This policy does not mean that a donor may not be publicly identified at an appropriate time, but no item should carry an identifying legend. Donated items may be discreetly marked with identification numbers so that a list of memorial items can be retained.

The Memorial Fund/Endowment Program is governed by our Senior Pastor, our Finance Team, and our Endowment Team. Although these individuals can offer assistance and guidance based upon our policies within this document, it is still best to consult with your personal lawyer or financial consultant.

Please feel free to contact the church office at 610-967-2220 if you would like to be in touch with one of the members of the Finance or Endowment Teams.

The Lutheran Church of the Holy Spirit is a non-profit organization. Your gifts to a Memorial Fund or Endowment may be treated as a charitable contribution for federal income tax purposes.

As Christians we must ask - *How can we more fully, more effectively, fulfill Christ's ministry in and through us?* Holy Spirit's Memorial Fund/Endowment Program provides a special way for us to be stewards of our earthly blessings beyond our week-to-week budget and building contributions. Gifts to either of these funds will help contributors achieve their charitable aspirations while realizing they are providing resources for enduring ministry.

THE LUTHERAN CHURCH OF THE HOLY SPIRIT
3461 CEDAR CREST BLVD.
EMMAUS, PENNSYLVANIA 18049

MEMORIAL FUND DESIGNATION FORM

Name of Deceased: _____

Date of Death: _____

FAMILY INFORMATION: (Please indicate if member)

Contact Name: _____ Member: _____

Address: _____

Telephone: _____

Email: _____

DESIGNATION INFORMATION

The Lutheran Church of the Holy Spirit will collect funds in memory of the deceased and will keep a record of all funds collected per the Memorial Fund Policy. The family wishes to designate the funds collected to be used for the following ministry/ministries.

_____ Undesignated – to be used at the discretion of the
Congregation Council

_____ Capital Campaign

_____ Enhancement (Building Fund)

_____ Memorial Garden Upkeep

_____ Mortgage Principal Reduction

_____ Church Growth

_____ Faith Formation Adults _____ Youth _____

_____ Outreach

_____ Technology

_____ Worship and Music

_____ Youth Ministry

_____ ELCA General Endowment Fund _____

_____ Other _____
