

Legacy Giving Team Meeting December 29, 2019

Those in Attendance: Rick Gardner, Lisa Higginbotham, Nils Rueckert. This constituted half of the membership and was one member short of a quorum. Tracy Blois was available by phone if a vote was needed.

Purpose of Meeting

In accordance with our procedures, a total of \$18,586 was distributed from the Endowment Fund in June 2019 to fund approved requests from the congregation. This included \$9,836 in emergency funding for the Call Committee to support the call of a new pastor including interviews and relocation expenses. In July 2019, this was reduced to \$4,836 after Pastor Julie Morris, a resident of Camarillo, was called. The remaining \$5,000 was reallocated to other requested items that had been cut, most notably the scholarships.

The reduced amount of \$4,836 was set aside for potential use in interviewing and relocating a new Child, Youth, and Family Minister, including related expenses. As it turns out, this reduced funding was also not required since a local person, Joe Zimmerly, was brought on to fulfill the role of CYF Minister.

In another development, the Make Bake Celebrate (MBC) team was unable to fund all of the requests they had received this autumn. The MBC team, with the backing of the Executive Board of the Church Council, reached out to the Legacy Giving Team to see if we could fund some of these items using the remaining \$4,836.

This meeting was held to consider the request from the MBC team.

Policies Related to Distributions from the Endowment Fund

The team members discussed our current policies related to distributions. We addressed the portions of the By-Laws that governed our distributions. We also reviewed our approved solicitation procedures as provided in Continuing Resolution 2016.1, which has since been included in a policy document:

Annual Solicitation of Endowment Fund Distribution Request from the Congregation

Section VIII of the Congregation By-Laws addresses the Endowment Fund. Under Chapter B of this Section, in a paragraph entitled Distribution of Income, the following statement is made: "The congregation may submit requests to the COMMITTEE each year for the distribution of the endowment fund income." The following provides a procedure for soliciting requests from the congregation: 1. The Legacy Giving Team shall place an annual announcement soliciting requests for distributions from the Endowment Fund in the March and April editions of the Grapevine as well as in the Sunday bulletins. 2. Distribution requests from the congregation will be submitted to the Church Office no later than April 30th of the year. 3. The Legacy Giving Team will consider these requests and provide distribution recommendations for review and approval by the Church Council at its June meeting.

It might be noted that the request for funding for the Call Committee did not follow this procedure. Instead, it was presented to the Legacy Giving Team by the Church Council as an emergency funding requirement under Section VIII, Chapter B of the By-Laws under the following provision:

Distribution of Principal

When in the opinion of the COMMITTEE, circumstances are so dire and of such an emergency nature that the future of the congregation is at stake, and that the only recourse seems to be the use of the FUND principal, the COMMITTEE may, upon two-thirds majority vote, recommend such authorizing action to the congregation.

The Legacy Giving Team approved the emergency distribution off cycle in December 2018, encumbering the 2019 distributions by the amount of \$9,836.

Discussion

The church finances are now in good shape. In the absence of an emergency funding requirement, the team members present at the meeting feel that the Legacy Giving Team has a fiduciary responsibility to abide by our standard operating policies. Otherwise, we believe that the integrity of our management of the Endowment Fund could be called into question. Therefore, we believe that no immediate action should be taken on any unfunded items from MBC requests.

We feel that the \$4,836 can be left in the budget to be reallocated, if necessary, by the Legacy Giving Team in its deliberations in April/May 2020. One potential area of reallocation may be to the Pastor's discretionary fund. The MBC unfunded requests can be submitted for consideration by the Legacy Giving Team in 2020 per our standard procedures. It is estimated that \$20,500 will be available for distribution in 2020.

Submitted by Rick Gardner, Chair

**Legacy Giving Team Meeting
July 14, 2019**

Those in Attendance: Rick Gardner, Brian Fisher, Jan Gerk. This constituted half of the membership and was one member short of a quorum. The minutes were subsequently emailed to all members who unanimously approved the recommended distributions.

Purpose of Meeting

The Legacy Giving Team provided our recommendations for distributions from the Endowment Fund in our minutes dated June 2, 2019. These recommendations included \$9,836 for use by the Call Committee in calling a new pastor including expenses related to interviews and relocation. Since then, Reverend Julie Morris has been called as our

new pastor. She is a local pastor who already resides in Camarillo, thereby greatly reducing the funding needs of the Call Committee.

In informal discussions with members of the Church Council, it was agreed that the Team could immediately reallocate \$5,000 from the Call Committee funding. This leaves \$4,836 in funding for the Call Committee, which can be reprogrammed for potential use in interviewing and relocating a new Child, Youth, and Family Minister.

The purpose of this meeting was to reallocate the \$5,000 for use to support other mission areas. In most cases this amounted to restoring cuts in requested funds.

New Recommended Distributions

The attached table provides the new recommended distributions for consideration and approval by the Church Council.

These recommendations include scholarships in the amount of \$1,500 each for Katelyn Abernathy, who will be attending Moorpark/Oxnard College; Jessica Easter, California Lutheran University; Sarah Lu, Loyola Marymount University; Katherine Rose, Cal Poly San Luis Obispo; and Shannon Storer, Pacific Lutheran University.

Submitted by Rick Gardner, Chair

Distribution Req	\$ Request	\$ Recom	Comments
Call Committee (expenses for calling new pastor including interviews and relocation)	\$ 9,836	\$ 4,836	This funding was requested to support the call of a new pastor including interview and relocation expenses. Reverend Julie Morris has been called as our new pastor. She is a local pastor who already resides in Camarillo. Therefore most of this funding is no longer needed. However, we recommend that \$4,836 be left in the fund for potential use in interviewing and relocating a new Child, Youth, and Family Minister, including related expenses.

Scholarships (5 applications)	7,500	7,500	We recommend scholarships in the amount of \$1,500 per student. This is in keeping with the amounts awarded last year. For the most part funding will be provided directly to the college.
Pastor Discretionary (includes Care Team request)	3,000	2,025	Recommendation includes needs identified by Pastor and Care Team. Approximately \$2,300 is left over from the previous distribution. Our recommended amount will provide a total discretionary fund of over \$4,300.
CDC Advertising	3,100	1,500	The CDC request included \$700 for upfront costs in developing a social media ad and \$200 per month for recurring ad costs (\$2,400 for a year). Our recommended amount covers the upfront costs and four months of recurring costs. Additional funding may be available through Make Bake Celebrate.
Camp Scholarships	2,000	2,000	Funds to subsidize the cost for children and adults who go to camp for retreats or summer camp.
New Music for Handbell and Sanctuary Choirs	700	0	The Church Treasurer reports that over \$3,000 is available for new choir music through budget account 65200 and designated account 35545.
LWR Kits - Shipping	325	325	Funds for shipping Lutheran World Relief kits.
Quilters - Shipping	400	400	Funds for shipping quilts.
Total	\$ 26,861	\$18,586	

Legacy Giving Team Meeting June 2, 2019

Those in Attendance: Rick Gardner, Brian Fisher, Jan Gerk. This constituted half of the membership and was one member short of a quorum. However, because much of the deliberations had already been completed on May 19th, it was decided to complete the work and then email the minutes to the remaining members for their approval. All members received the email and approved of the recommendations.

Recommended Distributions

The attached table provides our recommended distributions for 2019. The distribution is \$18,586, using our standard calculation of 4.25% of the three-year average based on the

March 31st market values for the Endowment Fund.

The Team decided to stay within our standard distribution amount even though the Call Committee requirement for \$9,836 was originally presented to the Team as an emergency requirement, thereby potentially triggering a distribution greater than 4.25%. Because we decided to stay within our normal distribution, we were not able to fully fund the requests we received, other than the Call Committee requirement, which we had committed to as part of the 2019 budget.

As shown in the Table, we received funding requests totaling \$26,861. The Table provides our rationale for the funding cuts we made. In many cases there are other sources of available funds, including memorial funds and Make Bake Celebrate to be held in late September.

Recommended Procedure for Handling Call Committee Funds

Because there is considerable uncertainty about the amount of funds required to support the calling of the new pastor, the Legacy Giving Team proposes to directly control this account, allowing appropriate draws from it as the call process proceeds. Remaining funds, if any, will be redistributed by the Team for identified needs in 2020, per our normal procedures.

Submitted by Rick Gardner, Chair

Distribution Req	\$ Request	\$ Recom	Comments
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Call Committee (expenses for calling new pastor including interviews and relocation)	\$ 9,836	\$ 9,836	In December 2018, the Council President requested that the Legacy Giving Team support the 2019 budget with emergency funding in the amount of \$23,300 for certain items that were within our purview per the Church By-Laws; this included the expenses for calling a new pastor. As of the Congregation Annual Meeting in January 2019, pledged giving had increased such that only call support was needed. This funding was to support the call of a new pastor including interview and relocation expenses. Because there is considerable uncertainty about the amount of funds required, the Legacy Giving Team proposes to directly control this account allowing appropriate draws from it as the call process proceeds. Remaining funds, if any, will be redistributed by the Team for identified needs in 2020, per our normal procedures.
Scholarships (5 applications)	7,500	5,000	We awarded \$1,500 per scholarship last year. We cut the amount to \$1,000 due to funding constraints.
Pastor Discretionary (includes Care Team request)	3,000	1,200	Recommendation includes needs identified by Pastor and Care Team. Approximately, \$2,300 is left over from the previous distribution providing a total discretionary fund of about \$3,500.
CDC Advertising	3,100	800	The CDC request included \$700 for upfront costs in developing a social media ad and \$200 per month for recurring ad costs (\$2,400 for a year). The upfront costs have already been expended by CDC. Recommended amount is for four months of recurring costs. Additional funding may be available through Make Bake Celebrate.
Camp Scholarships	2,000	1,200	This cut has been discussed with DOM. Recommend fundraising efforts and Make Bake Celebrate for remaining funds.
New Music for Handbell and Sanctuary Choirs	700	0	The Church Treasurer reports that over \$3,000 is available for new choir music through budget account 65200 and designated account 35545.
LWR Kits - Shipping	325	250	Additional funds may be available through Make Bake Celebrate.
Quilters - Shipping	400	300	Additional funds may be available through Make Bake Celebrate
Total	\$ 26,861	\$18,586	

**Legacy Giving Team Meeting
May 19, 2019**

Those in Attendance: Rick Gardner, Brian Fisher, Jan Gerk, Tracy Blois. Also attending during the first part of the meeting to present their requests were Pastor Jim Bessey and Meredith Smith, Director of Ministries.

Purpose of Meeting

The purpose was to review requests for distributions from the Endowment Fund including review of scholarship applications.

Review of Endowment Fund Requests

Two additional requests were received since our meeting on April 28th. We now have the following requests: camp scholarships, advertising for the Child Development Center, shipping costs for Lutheran World Relief kits, shipping costs for quilts, new music for the choirs, a pastor discretionary fund including money for the Care Team, scholarships for six high school graduates, and funding for the Call Committee. Pastor Jim and Meredith provided some additional information on the discretionary fund, college scholarships, and the camp scholarships.

Deliberations

The Legacy Giving Team then excused Pastor Jim and Meredith and began deliberations on the distributions. We reviewed our policy on scholarship awards and, at the behest of the pastor, discussed the possibility of providing on-going support to students attending Lutheran colleges. We read the scholarship applications; applicants included Katelyn Abernathy, who will be attending the University of Hawaii; Jessica Easter, California Lutheran University; Sarah Lu, Loyola Marymount University; Katherine Rose; and Shannon Storer, Pacific Lutheran University. Katherine Rose has evidently not selected a college yet. The Team decided that all five students were deserving of a one-time scholarship. However, due to funding constraints, the amount of the scholarship awards may be reduced from previous years. The Team decided that the scholarship money should be forwarded directly to the university on behalf of the student.

The Team developed some preliminary distributions on scholarships and the other requests, but decided to hold one additional meeting to finalize our recommendations.

Next Meeting

The Team agreed to meet on either June 2nd or 9th, depending on the availability of all team members. An email was later sent out to all members, and it was decided to hold the meeting on Sunday, June 2nd at 11:15 am.

Submitted by Rick Gardner, Chair

**Legacy Giving Team Meeting
April 28, 2019**

Those in Attendance: Tracy Blois, Brian Fisher, Rick Gardner, Jan Gerk, Nils Rueckert,

Barbara Sletten, and Meredith Smith.

Purpose

The 2018 Chair Rick Gardner presented the meeting agenda. The purpose of the meeting was to introduce the 2019 Legacy Giving Team, go over responsibilities and duties as provided in the Church Bylaws, and begin the process for determining the annual distributions from the Endowment Fund. In addition, we planned to review the latest status of the need for emergency funds to supplement the budget.

Introductions

The 2019 members of the Legacy Giving Team introduced themselves. Our one new member is Tracy Blois. Brian Fisher is our new Church Liaison, taking over from Keith Selbrede. He is a past Chair of the Legacy Giving Team and current Vice President of the Church Council. Meredith Smith attended as the Director of Ministries.

Election of Chair

Rick Gardner was unanimously re-elected as chair.

Responsibilities of Legacy Giving Team

There was considerable discussion about the fiduciary responsibilities of the team as provided for in the Church By-Laws and Continuing Resolutions. Members examined the financial statements for the ELCA Endowment Fund Pooled Trust for Mount Cross. Members also reviewed an Excel spreadsheet providing past distributions for various deserving programs in the church.

Conversion of Continuing Resolution 2016.1 into Policy Document

Brian Fisher stated that the Church Council was trying to clean up the continuing resolutions, which were intended to be temporary in nature. He proposed incorporating Continuing Resolution 2016.1 into a policy document. This continuing resolution provides the procedure for soliciting annual endowment fund requests from the congregation. The Legacy Giving Team agreed to convert it to a policy document.

Preliminary Discussion of 2019 Distributions

The market value on March 31st is used in the annual distribution calculation. The calculation is 4.25% of the three-year average. The market value on March 31, 2019 was \$479,396. This year's distribution calculation is \$18,586.

Members also examined requests to date for distributions from the Endowment Fund; three requests have been submitted from the Child Development Center, Service & Missions Committee, and the Quilters Group. There were questions about the CDC request, and Rick volunteered to look into it. Members also discussed the need for discretionary funds for the new pastor even though no request had been submitted by

Pastor Jim Bessey; his term as interim pastor ends at the end of July. Meredith presented a request for camp scholarships and reported that scholarship applications are due into the Church office on May 17th; there may be as many as seven submissions.

There is still considerable uncertainty about the amount of the emergency request, which had been incorporated into the 2019 budget, specifically Item 63850, Call Committee, in the amount of \$9,836, nearly all of the total budget of \$10,000. These funds are needed for relocation expenses for the new pastor and related costs such as interview trips. It is likely that some of this money will be required in the near future.

The Legacy Giving Team had also been concerned about having to shore up the church's cash reserves. However, Brian reported that the reserves had climbed from about \$10,000 to \$40,000, still well short of suggested reserves in excess of \$100,000 but no longer in emergency territory.

Next Meetings

We need to have our final distribution recommendations to the Church Council by their meeting on June 18th.

We agreed to hold our next meeting on Sunday, May 19th, at 11:15 am. Yet another meeting may also be needed to finalize our recommendations to the Church Council.

Submitted by Rick Gardner, Chair

Legacy Giving Team Meeting December 28, 2018

Those in Attendance: Rick Gardner, Nils Rueckert, Lisa Higginbotham (quorum). Brian Edwards and Keith Selbrede presented their request during the first part of the meeting.

Purpose

The purpose of the meeting was to hear a request from the Church Council to obtain emergency funding from the Endowment Fund. Brian Edwards, President, and Keith Selbrede, Treasurer, presented the request.

Background

Rick Gardner provided a copy of the latest statement of the Endowment Fund dated November 30, 2018. The fund was valued at \$458,453. Based on current market trends, it is estimated that the fund is now about \$445,000.

Rick also presented the portion of the Church By Laws that govern emergency distribution requests (Section VIII, Part B). The wording is as follows:

Distribution of Principal

When in the opinion of the COMMITTEE, circumstances are so dire and of such an emergency nature that the future of the congregation is at stake, and that the only recourse seems to be the use of the FUND principal, the COMMITTEE may, upon two-thirds majority vote, recommend such authorizing action to the congregation.

Emergency Fund Request

Brian and Keith provided the Legacy Giving Team with a copy of the proposed budget for 2019. The Church Council has already made several difficult cuts to the expenses. Even after these cuts, the budget is still out of balance by \$23,297.81. In addition to this, the Church currently only has about \$20,000 in reserves, down from about \$100,000 last year. Of the \$80,000 drop, about \$30,000 was due to cumulative accounting errors over the past few years. That means that the Church has dipped into reserves by about \$50,000 in the past year. Part of this was foreseen last year when the congregation passed an out-of-balance budget.

There was some discussion about the reasons for our financial problems. Pledged income is down. This appears to be driven by two factors: (1) a drop during the interim period between the previous pastor and the new pastor, which we were told to expect by ELCA, and (2) the added congregational giving of the past couple of years to fund the building of the pavilion cover. Both of these factors seem to be temporary in nature, providing hope

for a rebound in giving during 2019, particularly after a new pastor has been called in mid-year.

Brian expressed his strong desire to have a balanced budget this year. The Team addressed possible approaches to achieve this with Brian and Keith. After this, Brian and Keith were excused, and the Team met to deliberate.

Conclusions and Recommendations

Based on Team deliberations, here are our unanimous conclusions and recommendations:

1. The Team strongly feels that the Endowment Fund should not fund operating expenses. It should to the extent possible restrict its funding to the areas provided in Section VIII, Part C of the By Laws: missions, education, children and young adult ministry, worship and music, and capital projects.

2. Notwithstanding the above, the By Laws also provide that the Legacy Giving Team must “ensure its (Church’s) financial stability.” The Team is concerned about the Church’s low current reserves and the reduction in the reserves in 2018. We feel that every effort must be made by the Church Council to acquaint the church congregation with the urgency of the situation and attempt to boost giving. In addition, measures should be taken to reduce expenses as much as possible. If, despite these actions, the Church Council determines that a cash flow problem is imminent, the Legacy Giving Team requests that it be given one month’s advance notice so that it can take the necessary actions to boost the reserves.

3. In order to balance the 2019 budget, the Legacy Giving Team recommends that the following items in the budget be funded by the Endowment Fund: a portion of Item 61101, Mission Support; Items 61120 through 61170; and Call Committee, which has not been assigned a budget item number. These items are shown in the accompanying table.

4. Funding will be provided in June in accordance with the standard practice of the Legacy Giving Team. The need for “Call Committee” funding will be reviewed at that time. Along with other items (notably high school scholarships), we estimate that an 8% distribution may be needed from the Endowment Fund in 2019, instead of our standard 4.25% (of the three-year average); this depends on the value of the fund, the need for “call committee” funding, and other distribution needs such as the scholarships.

4. The Team understands that these recommendations will be reviewed and approved by the Church Council at its January meeting and then provided to the congregation for its approval at the annual meeting in the latter part of January.

Submitted by Rick Gardner, Chair

Budget Item	Amount	Comments
61101 Mission Support	\$ 11,100	The Fund will cover this portion of the total of \$30,280.61, which is provided to the Synod. Funding to be provided in June.
61120 Lutheran Bible Translators	400	Funding to be provided in June.
61130 Lutheran Social Services	400	Funding to be provided in June.
61140 Many Meals	600	Funding to be provided in June.
61150 Maritime Ministries	400	Funding to be provided in June.

61170 PLTS	400	Funding to be provided in June.
Call Committee	10,000	This funding is needed to relocate the new pastor to Mount Cross. This is a not-to-exceed number. It may not be needed if a local candidate is selected. Funding to be provided in June.
Total	\$23,300	

**Legacy Giving Team Meeting
May 25, 2018**

Those in Attendance: Rick Gardner, Nils Rueckert, Lisa Higginbotham, Jan Gerk, Keith Selbrede. Pastor Jim Bessey and Meredith Smith, Director of Ministries, presented their requests during the first part of the meeting.

Summary of April 22nd Meeting:

We discussed the previous meeting for the benefit of members who were not in attendance.

Endowment Fund Requests

We discussed fund requests from the congregation and Church Council. We also discussed requests from Pastor Jim Bessey and Meredith Smith, Director of Ministries.

Recommended Distributions

Based on our distribution calculations, we have \$16,500 available for distribution from the Endowment Fund. The team excused Pastor Jim and Meredith and then proceeded to deliberate.

First, we reviewed three scholarship applications. They were uniformly excellent. The applications were submitted by Jason Lu, who will be attending Pomona College; Brandon Duran, Georgetown University; and Julia Fickenscher, Syracuse University. All three are straight-A students. Then, we considered the other requests.

The requests totaled \$20,300. We went through the difficult process of paring the requests down to \$16,500. Our recommendations are summarized in the accompanying table.

Submitted by Rick Gardner, Chair

Distribution Request	\$ Request	\$ Recommend	Comments
Scholarships (3 x \$1,500)	\$ 4,500	\$ 4,500	No requested amount but matched scholarship amount for past year. Excellent applications.
Pastor Discretionary (includes Caring Ministry request)	4,500	3,000	Recommendation includes needs identified by Pastor and Caring Task Force. Pastor may have other funding sources available for discretionary purposes.
Capital Project – Patio Cover	5,000	4,700	
Camp Scholarships	2,000	2,000	
Synod Trip to Puerto Rico	1,000	0	Money to be raised through fundraising.
Lutheran Retreats, Camps & Conferences (LRCC)	1,000	750	For Barn Raising event at Luther Glen.
Lutheran Social Services (LSS) of Ventura County	1,000	750	For case management services in Camarillo.
CDC Tuition Assistance	1,000	500	
Quilters - Shipping	300	300	
Total	\$ 20,300	\$16,500	

Legacy Giving Team Meeting April 22, 2018 (12:00 pm)

Those in Attendance: Nils Rueckert, Lisa Higginbotham, Pastor Jim Bessey, Meredith Gardner, Rick Gardner

Introductions

The 2018 members of the Legacy Giving Team introduced themselves. The members have considerable expertise in financial management.

Election of Chair

After some discussion, Rick Gardner was unanimously elected chair.

Responsibilities of Legacy Giving Team

There was considerable discussion about the fiduciary responsibilities of the team as provided for in the Church By-Laws and Continuing Resolutions. Members examined the financial statements for the ELCA Endowment Fund Pooled Trust for Mount Cross. Members also examined past annual reports and an Excel Spreadsheet to review past distributions for various deserving programs in the church.

Preliminary Discussion of 2018 Distributions

The market value on March 31st is used in the annual distribution calculation. The calculation is 4.25% of the three-year average. The market value on March 31, 2018 was \$488,652. This year's distribution calculation is \$16,431.

Members also examined requests to date for distributions from the Endowment Fund. Scholarship applications are due into the Church office on May 18th.

Next Meetings

There was a lot of discussion about availability for future meetings. We need to have our final distribution recommendations to the Church Council by their meeting on June 12th.

We agreed to hold two meetings before the Church Council deadline. The first will be on Friday, May 25th at 2 pm. The second will be on Friday, June 8th at 2 pm.

Submitted by Rick Gardner, Chair

**Legacy Giving Team Meeting
June 7, 2017**

Those in Attendance: Brian Fisher (Chair), Bob Burrow (Church Council Liaison), and Rick Gardner (Reporting)

Purpose of Meeting:

The purpose of the meeting was to finalize distribution recommendations prior to the Church Council meeting on June 13th.

Fund Performance

We still don't have the statement for March 31, 2017. However, it is likely that the three-year average will be over \$340,000, providing a distribution amount of about \$14,500.

Final Recommended Distributions

During this meeting, the team decided upon distributions. These were later forwarded by email to the entire team, and some minor adjustments were made. Here are the final recommendations to be presented to the Church Council:

Scholarships (1 x \$1,500)	\$1,500
Mount Cross Youth	2,500
Youth Discretionary Fund	1,000
Pastor's Discretionary Fund	2,000
ELCA Mission Support	1,000
Capital Project – Patio Cover	3,000
Lutheran Retreats, Camps & Conferences (LRCC)	700
Lutheran Social Services	750
CDC Playground Refurbishment	1,500
Quilters - Shipping	300
Lutheran Border Concerns	250
Total	\$14,500

Submitted by Rick Gardner

**Legacy Giving Team Meeting
May 7, 2017 (11:00 am)**

Those in Attendance: Brian Fisher (Chair), Bob Burrow (Church Council Liaison), Jan Gerk, Barbara Sletten, Meredith Gardner (Children, Youth & Family Ministry), and Rick Gardner (Reporting)

Purpose of Meeting:

This meeting begins the process for determining the distributions for 2017 from the Endowment Fund. Another meeting will be held to finalize distribution recommendations just prior to the Church Council meeting in June.

Fund Performance

The distribution amount is calculated as 4.25% of the three-year average balance of the Endowment Fund, based on the March 31st statements for these years. Brian was not able to obtain the statement for March 31, 2017. However, it is likely that the three-year average will be over \$340,000, providing a distribution amount of about \$14,500. This figure was used for our discussions.

Special Requests for Funds

For the first time, the Team solicited fund requests through the Grapevine and the Church Bulletin. This procedure was in accordance with a continuing resolution passed by the Church Council this year. Four requests were received as follows:

CDC – Playground	\$2,500
Choir – New Music	300
LRCC - Grant	500 – 1,000
Quilters – Shipping Costs	300

The Team discussed each of these requests. There seems to be a need for coordination with other church committees. For instance, it seems prudent to coordinate the CDC request with the Property Committee.

Historical Distributions

Historically, the Legacy Giving Team has made distributions for the following purposes: scholarships, camp, discretionary funds (pastor's and youth), mission support, LRCC, and LSS. Based on Team discussions, it appears that the total dollar amount for these

distributions would be about \$12,000 (which includes the LRCC grant). There is some uncertainty about how many scholarship applications will be received, but this will be known before our next meeting.

This leaves an additional amount of \$2,500 (\$14,500 – 12,000), which could be allocated to the special requests shown above.

The Geraldine Bradley Living Trust

The Endowment Fund has been named as a beneficiary in the Gerry Bradley Trust in the amount of \$82,000. The Church is working with the trust attorney on this very generous gift.

Next Meeting

The next Legacy Giving Team meeting will be held in early June prior to the Church Council meeting. A tentative time of Sunday, June 4th at 11:00 am was set, but this now conflicts with a special Congregational meeting regarding the patio pavilion. The Team meeting may be moved to Sunday, June 11th.

Submitted by Rick Gardner

Legacy Giving Team Meeting December 4, 2016 (11:00 pm)

Those in Attendance: Brian Fisher, Rick Gardner

Purpose of Meeting:

This meeting was held to address a requirement from the Church Council. Per the minutes for the Church Council meeting of June 14, 2016: “A motion was then made to direct the Legacy Giving Team to establish procedures for soliciting endowment requests and to submit their report for review by the Church Council at the September meeting which will then be presented at the 2017 Annual Meeting for approval by the congregation. Following a second on the motion, the motion was passed with no objections.”

Discussion

Only two members attended the meeting. They discussed the direction from the Church Council. It was based on a June 12 letter from a church member who expressed concern that the congregation was not being given an opportunity to submit requests for distributions from the endowment fund. The letter referenced the following paragraph from the Church By-Laws (specifically the portion italicized for this discussion):

“Distribution of Income

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

The distribution of income for the year may be given to a minimum of usually two (2) or up to five (5) of the following categories: missions, education, children and young adult ministry, worship and music, and capital projects. *The congregation may submit requests to the COMMITTEE each year for the distribution of the endowment fund income.* If no requests are received, the COMMITTEE will decide which category, or categories, should be funded according to the COMMITTEE’s best judgment. The endowment distribution will be publicized in the church bulletin, church newsletter, and at the annual meeting.

After requests have been submitted, but the pre-determined dateline, and the COMMITTEE has recommended programs for support, the recommended programs will be approved by the church council for funding, according to the guidelines established by the congregation.

Total disbursement of income from the FUND need not occur annually if, in the judgment of the COMMITTEE, total annual disbursement of income is not recommended.”

Draft Statement

After reviewing the By-Laws, the two members developed a draft statement, which Brian sent via email to all members of the Legacy Giving Team. Brian asked members to review the draft statement and provide comments. The statement will be presented by Rick Gardner to the December 13th council meeting on behalf of the Legacy Giving Team.

For Council:

Summary: Earlier this year a concern was raised that the congregation did not have a voice in how the disbursements from the Endowment fund were being used. Council directed the Legacy Giving Team to review the concern and provide a recommended resolution to council.

In the opinion of the Legacy Giving Team, there are three statements from the Endowment by-laws that are pertinent to this matter:

1. *“BE IT FURTHER RESOLVED, that the Mission Endowment Fund Committee (now called Legacy Giving Team) shall be custodian of the fund in regards to disbursements.”*
2. *“The congregation may submit requests to the COMMITTEE each year for the disbursement of funds.”*
3. *“The COMMITTEE will seek to provide a perpetual source of income to benefit five current categories:*
 - a. Missions*
 - b. Education*
 - c. Children and Young Adult Ministry*
 - d. Worship and Music*

e. Capital Projects”

It is the position of the Legacy Giving Team that the By-Laws are clear on the matter and that Council should adopt a continuing resolution on how to solicit disbursement funding requests from the congregation. Because the Endowment Fund dollar amount on March 31st is used to calculate total annual disbursements, it is our recommendation that announcements be placed in the April and May Grapevines soliciting ideas for disbursements from the fund from the congregation. Ideas will be submitted to the church office no later than May 31st of each year for consideration by the Legacy Giving Team in early June, prior to review and approval by the Church Council at its June meeting.

Final Statement

The final statement will be developed after comments are received by the members of the Legacy Giving Team.

Submitted by Brian Fisher, Chair, and Rick Gardner, Church Council Liaison

**Legacy Giving Team Meeting
June 5, 2016 (12:00 pm)**

Those in Attendance: Brian Fisher, Bob Winters, Barbara Sletten, Jan Gerk, Rick Gardner

Open with Prayer

Financials for ELCA Endowment Fund Pooled Trust, Account No. E270806

The market value on March 31st is used in the annual distribution calculation. The calculation is 4.25% of the three-year running average. The market value on March 31, 2016 was \$327,317. This year's distribution is calculated as \$14,408.

Distributions for 2016

Scholarship applications were received from four high school seniors: Jordan Duran, Lily Friederichs, Zoe Phipps, and Buddy Prutzman. Members reviewed the four applications. They were all thorough and well done. Members decided to provide each senior with a scholarship. After some discussion, it was decided to increase the scholarship amount from \$1000 to \$1,250.

Members agreed to a request from Meredith Gardner for \$2000 in camp scholarships. They also decided to provide \$1000 for the youth discretionary fund. Members decided to provide the same initial distributions as last year for the Pastor's discretionary fund, support of missions in Africa and Hong Kong, and funding for Lutheran Retreats, Camps & Conferences (LRCC) and Lutheran Social Services (LSS).

The agreed-upon distributions are as follows:

Scholarships (4 x \$1,250)	\$5000
Camp Scholarships	2000
Youth Discretionary Fund	1000
Pastor's Discretionary Fund	2000
Support for Hong Kong Mission	1000
Support for Africa Bible Mission	1000
LRCC	1000
Lutheran Social Services	<u>1000</u>

TOTAL \$14,000

Final Approval:

These recommendations will be presented to the Church Council at their June 14th meeting for review and approval.

Close with Prayer

Submitted by Brian Fisher, Chair, and Rick Gardner, Church Council Liaison
Legacy Giving Team Meeting
May 1, 2016 (12:00 pm)

Those in Attendance: Brian Fisher, Bob Brundage, Bob Winters, Barbara Stetten, Meredith Gardner, Rick Gardner, Jan Gerck

Open with Prayer

Financials for ELCA Endowment Fund Pooled Trust, Account No. E270806

The market value on March 31st is used in the annual distribution calculation. The calculation is 4.25% of the three-year average. The market value on March 31, 2016 was \$327,317. Brian tentatively calculated this year's distribution as \$14,408.

Distributions for 2016

Members discussed last year's Church Council direction to publicly solicit gift ideas from the congregation. Rick reported that this year's Council has changed that direction and instead wants to directly control the distributions.

Meredith has already sent out scholarship application forms to high school seniors with a deadline of May 27th. Two of the seniors are active in the Mount Cross youth program. She anticipates receiving applications from five seniors.

Besides scholarships, distributions are generally provided for the pastor's discretionary fund, support for overseas missions, gifts to the LRCC and Lutheran Social Services, and money for youth programs. Meredith tentatively requested \$2,000 in camp scholarship money with another \$500 or more in youth discretionary funds. This can supplement funds she will receive under Tips for Teens at this year's Make Bake Celebrate.

Next Meeting:

Our next meeting will be held on June 5th to review the scholarship applications and finalize distribution recommendations. These recommendations will be presented to the Church Council at their meeting on June 14th for review and approval.

Close with Prayer

Submitted by Brian Fisher, Chair, and Rick Gardner, Church Council Liaison

**Legacy Giving Team Meeting
June 7, 2015 (11:15 am)**

Those in Attendance: Bob Brundage, Bob Winters, Gayle Johnson, Meredith Gardner, Rick Gardner, Brian Fisher, Pastor John Soyster

Open with Prayer

Financials for ELCA Endowment Fund Pooled Trust, Account No. E270806

The market value on March 31st is used in the annual distribution calculation. The calculation is 4.25% of the three-year average. The market value of \$350,626 on March 31, 2015 yields a possible gift of \$13900.

Recommended Distribution for 2015

Members agreed on the following distributions to be presented to Church Council:

College Scholarship	\$1000
Camp Scholarship for Counselor	\$ 500
Pastor's Discretionary Fund	\$2000
Support for Hong Kong Mission	\$1000
Support for Africa Bible Mission	\$1000
LRCC	\$1000
Lutheran Social Services	\$1000
Mount Cross Youth for Summer Trips	\$2500
Youth Discretionary Fund	<u>\$ 500</u>
TOTAL	\$10,500
Unspent Surplus (for this year or next)	\$3400

We recommend that \$10,500 be withdrawn to support the outlined needs and that \$3,400 be re-invested in the Endowment Fund.

Policy statement regarding memorial funds:

It is the recommendation of the Legacy Giving Team that when the undesignated Memorial gifts (budget category 37000) exceeds a balance of \$5,000, the budget category will be reduced to \$2,500 and the balance will be transferred into the Endowment Fund. Such a policy will ensure we are responsibly investing gifts entrusted to us while allowing for flexibility in our short-term needs.

Request for Input from the Congregation: We will need to publicize our request for funds to the Congregation on March 20, 2016. The request should highlight the five key missions of the Fund per the By-Laws. These include:

1. Missions: local, regional and world projects.
2. Education: college and seminary scholarships.
3. Children and Young Adult Ministry.
4. Worship and Music: support for the worship life of Mount Cross.
5. Capital Projects: major renovations and building of new facilities.

The members agreed that the Capital Projects mission would be reserved for expensive emergencies. Bob Winters offered an example of a sinkhole in the parking lot that requires immediate repair.

Next Meeting:

Our next meeting will be held on September 20, 2015 to discuss any additional needs for the surplus funds and to plan the legacy giving/stewardship dinner.

Close with Prayer

Submitted by Brian Fisher, Chair, and Rick Gardner, Church Council Liaison

**Legacy Giving Team Meeting
March 22, 2015 (11:15 am)**

Those in Attendance: Brian Fisher, Bob Winters, Barbara Sletten, Bob Brundage, Rick Gardner. Also participating were Pastor John Soyster and Meredith Gardner.

Open with Prayer

Financials for ELCA Endowment Fund Pooled Trust, Account No. E270806

Discussed Brian Fisher's Spreadsheet with Endowment and Distribution History. The market value on March 31st is used in the annual distribution calculation. The calculation is 4.25% of the three-year average.

Market value on September 30, 2014 was \$333,415. We don't have the December 31, 2014 statement. Assuming \$350,000 on March 31, 2015, the estimated distribution would be \$13,902. The actual calculation will be made upon receipt of the statement for March 31, 2015.

Distribution for 2015

The largest distribution is generally for scholarships. Meredith stated that six high school seniors would be eligible for scholarships. Some of the students are not active so she will contact the parents to solicit their interest. Meredith will send a letter and application to the eligible students in early April with a deadline of June 1, 2015. The Legacy Giving Team will meet on June 7th to review the applications. Our recommendations will be provided to the Church Council at the June 9th meeting.

There was also some discussion about supporting Hannah Tasker with her seminary costs. She is attending Union Theological Seminary in New York.

Members tentatively agreed on the following distributions:

Pastor Discretionary Fund	\$1000
Support for Hong Kong Mission	\$1000
Support for Africa Bible Mission	\$1000
LRCC Counselor Training	\$350
Lutheran Social Services	\$500

There was some discussion about supporting youth trips to Detroit and/or Catalina. We will have to coordinate this with Make Bake Celebrate. We will have at least \$2,500 available for the youth.

Memorial Funds

The team discussed consolidating the memorial funds. Pastor John has already contacted families to ascertain their wishes. Based on these contacts, sixteen (16) of the 26 items on the list of memorial funds can be consolidated and added to the endowment fund.

Other Budgetary Considerations

Team members discussed the difference between the stated value of the Endowment Fund in our Balance Sheet versus the actual value of the fund (\$162,000

vs. \$350,000). We decided the difference was probably due to accounting standards. We will discuss this with the Treasurer.

Annual Event

We will have an annual appreciation event and invite the ELCA legacy giving representative, Greg Shepard, to participate. The event will probably be in the autumn.

Next Meeting

Our next meeting will be on June 7th at 11:15 am. We will review the scholarship applications and make our final decisions on the distributions for 2015, subject to Church Council approval.

Close with Prayer

Submitted by Rick Gardner, Church Council Liaison