

**CONTINUING RESOLUTION**  
**St. Luke's Lutheran Church**  
**Sacramento, CA**

**Number:** CR-2008-2  
**Title:** SPECIAL BENEVOLENCE, SPECIAL FUND EXPENDITURE PROCEDURES  
**Board/Committee:** Community Concerns Board  
**Effective Date:** May 20, 2008  
**Voided Date:**

**References:** Constitution – C4.02(c), (d), (f), C4.03(f), (g); Bylaws – B13.18.08(a), (d); Continuing Resolution – CR-2005-1.

**RESOLUTION:** The Congregation Council adopts the following procedures for awarding grants from the Special Benevolence, Special Fund subaccount.

1. **Purpose:** It is the intent of the members and staff of St. Luke's Lutheran Church to express our thankfulness, as a church, to God for his many blessings and return Special Benevolence, Special Fund monies to charitable outreach in our community and beyond. This is above and beyond our benevolence giving to the Synod and other normal congregational gifts to worthy causes from other accounts (i.e., Sunday School Offerings, ELCA Benevolence, Special Event Income, Fundraiser Income, and Memorials).
2. **Definition of Special Benevolence, Special Fund:** Monies that Council, Finance Board, or others direct to the Special Benevolence subaccount of the Special Fund account. Special Benevolence is money set aside for unspecified charitable outreach in our community and beyond.
3. **Administration:** The Community Concerns Board administers the Special Benevolence, Special Fund subaccount and recommends specific grants be awarded; Council approves the grants.
4. **Grant Applications:** A member of the congregation or community may nominate a charity for a grant in writing to the church, explaining the who, what, when, where, and why of the request.
5. **Grant Criteria:** The Board will consider the request in light of the following criteria:
  - a. **Social Concern Addressed:** Does the request mitigate social concerns in our community? Our world?
  - c. **Reliability and Effectiveness of Charity:** Who runs it? Do we have proof this is a valid request from a worthy charity? Are they effective in reaching the needy and producing results? What percent of funding reaches ultimate recipients (and what goes for administration)? What are the ties to our church and community?

- c. **Need:** Have we given to them before? Who else funds them? Is this a worthwhile, viable start-up project with a well thought-out plan?
- c. **Timing:** What is the timeframe of need? "Right away or never" or a normal request?

Some examples follow of worthwhile uses of funds:

- a. Missionaries, missionary schools, and hospitals.
  - b. Seminary students.
  - c. Shelters for the homeless and transition programs; elder day care development.
  - d. Food and clothes closets; building habitat for the poor.
  - e. Children's Receiving Home projects; after-school day care development.
  - f. Soup kitchens, holiday dinners, and free summer lunches.
6. **Announce to Congregation:** The Community Concerns Board shall occasionally notify the congregation we have funds to allocate to charitable outreach and ask that requests for funding worthwhile causes be submitted to the church in writing.
7. **Application Review:** In light of the Church Mission Statement and the charge of the Community Concerns Board, the Board reviews and ranks requests for funds. Reminder: Some grants may qualify for a matching grant from Thrivent.
- a. **Church Mission Statement:** Through the Power of the Holy Spirit, we accept God's call to spread the Good News, serve those in need, and share the victory of Jesus Christ throughout the world.
  - b. **Charge of Community Concerns Board:** To provide leadership, education, direction, and support for worthy programs and efforts to mitigate social concerns, especially within the community in which we are located.
  - c. **Application Categories:**
    - (1) Program meets our criteria – fund in the amount requested.
    - (2) Program meets our criteria – partially fund.
    - (3) No funds at this time – hold valid request.
    - (4) Not directly relevant to our outreach mission – no grant.
    - (5) No need demonstrated – no grant.
    - (6) Incomplete application – provide needed information and resubmit.
8. **Present Recommendation to Council:** The Community Concerns Board presents each recommendation to fund to Council for approval.
9. **Grant Final Procedure:**
- a. The charity is notified of approval or disapproval of their request in writing.
  - b. Where a grant is approved,
    - (1) A Form 1000 requesting a check to be cut is prepared.
  - c. The congregation is notified of the charity receiving a gift, the mission of the charity, and the amount of the gift, usually in *News & Views*.

**APPROVED:**

*Ruth Heaton (See Council meeting minutes dated May 20, 2008.)*

*Signature of Church Secretary (officer)      Date Approved*

**VOIDED:**

*Signature of Church Secretary (officer)      Date Voided*