

**Amendment to the Bylaws of Trinity Evangelical Lutheran Church
Clarks Summit, Pennsylvania
For the Purpose of the Establishment of a Church Endowment Fund**

Section (7): ENDOWMENT COMMITTEE:

A. PURPOSE:

The “Trinity Evangelical Lutheran Church Endowment Fund” shall be established to strengthen and extend God’s mission through the Lutheran Church, reaching out in response to human need, by making grants including, but not limited to, promoting Christian religion, Christian charity, and supporting education for Christian life and service.

B. COMMITTEE:

ELECTION OF MEMBERS AND TERMS:

The endowment committee shall consist of five voting members, two of whom shall be elected by the Church Council from Church Council’s membership on a staggered basis for a term of two years at church council’s spring reorganization meeting and three of whom shall be elected from the congregation on a staggered basis for a term of three years terms by the congregation at the annual spring congregational meeting. Upon adoption of this Bylaw by the Congregation, it shall elect three members to the Committee: one for a term of three (3) years; one for a term of two (2) years, and one (1) for a term of one (1) year and thereafter, at each annual spring meeting, the Congregation shall elect the necessary number for a term of three (3) years and the Church Council shall elect two members to the Committee: one for a term of one (1) year; one for a term of two (2) years and Thereafter, at each annual spring reorganizational meeting following the annual spring congregational meeting, the Church Council shall elect the necessary number for a term of two (2) years. No

congregation member shall serve more than two (2) consecutive three (3) year terms and No Church Council member shall serve more than three (3) consecutive two (2) year terms. After a lapse of one (1) year, former Committee members may be re-elected. The Senior Pastor shall serve as convener and as a non-voting advisory member. The Church Treasurer shall not be a member of the Committee.

B. MEETINGS AND ACTIONS OF COMMITTEE MEMBERS :

The committee shall meet at least 2 times per year or more frequently as deemed by it in the best interest of the “Trinity Evangelical Lutheran Church Endowment Fund.”

1. A quorum shall consist of three (3) members. Actions of the committee must be agreed to by at least three of the voting members.
2. The Senior Pastor shall serve as chairperson and the Committee shall elect from its membership a Financial Secretary and Recording Secretary. The Chairperson or member designated by the Chairperson shall preside at all Committee meetings.
3. The Recording Secretary shall maintain complete and accurate minutes of all meetings of the Committee and supply a copy thereof to each member of this Committee. The Recording Secretary shall also supply a copy of the minutes to the members of the Congregation Council.
4. The Committee shall report annually to the Congregation Council at least two (2) months before the annual spring meeting of the Congregation.
5. The Committee shall render a full and complete account of the administration of the Fund for the preceding year at the annual spring meeting of the Congregation.

6. The Committee may request other members of the Congregation to serve as advisory members and, at the expense of Fund income, may provide for such professional counseling on investments or legal matters as it deems to be in the best interest of the Fund. Further, the Committee is authorized to incur reasonable administrative debts to be paid by Fund income.

7. Members of the Committee shall not be liable for any losses that may be incurred upon the investments of assets of the Fund, except to the extent such losses shall have been caused by bad faith or gross negligence. No member shall be personally liable as long as he/she acts in good faith and with ordinary prudence. The Congregation Council shall obtain and maintain, with general funds of the church, errors and omissions liability insurance for the members of the Committee and also a bond for each member of the Committee who handles monies of the Fund. Each member shall be liable only for his/her own willful misconduct or omissions, and shall not be liable for the acts of omissions of any other member. No member shall engage in any self-dealing or transactions with the Fund in which the member has direct or indirect financial interest and shall at all times refrain from any conduct in which his/her personal interests would conflict with the interest of the Fund.

C. VACANIES

The Church Council shall have the authority to appoint members to the committee to fill vacancies, which occur on the committee in order to maintain the same division of three congregational members and two church council members to serve the unexpired balance of the term. This includes the authority by the Church Council upon establishment of the committee to appoint the initial five members to the committee.

D. DUTIES OF COMMITTEE

The duties of the committee are:

1. To utilize the Lutheran Community Foundation or such other Foundations as the committee may select, for the creation of the “Trinity Evangelical Lutheran Church Endowment Fund,” and to create additional Funds as may be needed to fulfill specific requirements of donors.
2. To determine and fulfill procedures and policies for the soliciting, processing, and dispositions of grant requests in accordance with the requirements and limitations of the various Funds.
3. To educate the congregation about the Funds, promote the Funds and solicit donations in an appropriate manner.
4. To report at least annually to the congregation new gifts, investment returns earned by the Fund, the size of the Funds, details of specific grants given a list of all grant requests and disposition on requests.
5. To assist donors in the process of making gifts to the Funds.
6. To establish policies and procedures for accepting or rejecting proposed gifts by donors.
7. To act as the designated adviser to the Lutheran Community Foundation with respect to all operational matters, including requests for distribution from the Funds.

Grants will normally be made for one year. If a commitment for a grant is to be made for more than one year, the length of time of the grant will be specifically stipulated at the time the original grant is made. Grants covering multiple years will be generally made with a decreasing level of support for each subsequent year. Grants shall only be given to legally qualified recipients as defined by the Lutheran Community Foundation, provided however, annual expenditures from the Fund shall not exceed ten (10%) per cent of the value of the Fund on December 31 of the previous calendar year. Normally no grants made from the “Trinity Evangelical Lutheran Church Endowment Fund” shall be used for the operating expenses as set forth in the annual budget of Trinity Evangelical Lutheran Church.

F. MISCELLANEOUS

1. Notice of the date, time, and place of the regular or special meeting called for the purpose of amending or changing this Bylaw shall be given in accordance with the CHURCH CONSTITUTION, Chapter 10. Congregation Meeting, Subsection C10.03.
2. A quorum for any regular or special Congregational meeting to change this Bylaw shall consist of at least twenty percent (20%) of all voting members as shown on the Church Roll at the time the notice of the meeting is sent.
3. Voting by proxy or absentee ballot shall not be permitted.
4. This Bylaw shall not be changed except upon an affirmative vote by affirmative two-thirds (2/3) of the members of Trinity Evangelical Lutheran Church present at a regular or special meeting called for that purpose.
5. In the event the incorporated body known as “Trinity Evangelical Lutheran Church Lutheran Church,” or its successor(s), cease to exist, then the “Trinity Evangelical Lutheran Church Endowment Fund” and the “Trinity Evangelical Lutheran Church Outreach Endowment Fund” and all other funds which have been created over time that are held by the Lutheran Community Foundation, shall be allocated for the support of projects, programs, and activities of the “Northeastern Pennsylvania Synod of the Evangelical Lutheran Church in America” or its successor, promoting Christian religion, Christian charity, and supporting education for Christian life and service. If there is no successor to the “Northeastern Pennsylvania Synod of the Evangelical Lutheran Church in America,” then the funds held at the Lutheran Community Foundation shall continue as a permanent fund for the unrestricted charitable purposes of the Foundation.