

DAY OF ENRICHMENT

TREASURER'S PRESENTATION

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September 22, 2018 Elk Creek Lutheran, rural Osseo

September 29, 2018 First Lutheran Church, Hayward

MISSION

To mobilize women to act boldly on their faith in Jesus Christ

UNITS

The congregational unit is open to and composed of women who support the purpose for Women of the ELCA.

PURPOSE

As a community of women created in the image of God, called to discipleship in Jesus Christ, and empowered by the Holy Spirit, we commit ourselves to grow in faith, affirm our gifts, support one another in our callings, engage in ministry and action, and promote healing and wholeness in the church, the society, and the world.

ACTIVE UNIT OF WOMEN OF THE ELCA

Commits themselves to:

1. Hold at least one meeting a year; meet together for Bible study, support, and action
2. Participate in the ministry of Women of the ELCA beyond the congregation
3. Financially support Women of the ELCA (SWO or Churchwide or both)
4. Designate a person to receive the communications from the Synodical Women's Organization and Churchwide Women of the ELCA

RELATIONSHIPS

1. Congregational unit of women participates in the life and work of the Congregation and reports to the congregational annual meeting.
2. Conference – the unit is invited to participate in the retreats and programs of the Conference women. There are 7 conferences in our Synod: Lake Superior, Apple River, Heart of the North, St. Croix Valley, Chippewa Valley, Chequamegon, and Dairyland.
Conferences do not have constitutions as they are not legally independent expressions of the Women of the ELCA but they are encouraged to have Policies and Procedures. Conferences are a geographic gathering of women that promotes community among women, provide experiences for learning, education and leadership development, programming, and opportunities for joint ministry and action.

3. Synodical Women's Organization – NW Synod of WI Synodical Women's Organization. The SWO sponsors special events such as this Day of Enrichment. Units are invited to send voting members to the SWO convention which is held every two years. Communications include the Northwester, our quarterly newsletter and the SWO website. Ministries financially supported by SWO include the two Bible camps in our Synod, Malawi projects, 7 lay school scholarships, 8 scholarships for women attending seminary, scholarships for unit women to attend convention and triennial gatherings.

SWO Website: www.nwswiswo.org

4. Churchwide Women's Organization – The Churchwide women's organization is located in the ELCA office in Chicago. This is a listing of some of the ministries provided by the churchwide women's organization:

- *Gather* magazine – an award winning magazine that offers theological reflections, inspirational stories, stories of comfort and challenge that help women grow in faith and engage in ministry and action
- *Café* – online award winning magazine intended for young adult women
- *Interchange* - published four times a year: spring, summer, fall, and winter. *Interchange* is sent without charge to ELCA churches and select Women of the ELCA leaders. Can be downloaded from W/ELCA website
- *Bold Connection* – free online newsletter about programs, activities
- *Daily Grace* – daily online devotion received on your phone app or by e-mail
- program resources on Evangelism, Global Education, Cross-Cultural, Justice and Advocacy, Stewardship, Membership and Intergenerational programs as well as the free online resources.
- Thankoffering service - often used by units for Sunday worship
- Raising up Health women and children
- Resources on human trafficking, domestic abuse, racial justice advocacy
- Scholarships for lay women as well as college and seminary students

Website: www.womenoftheelca.org

OFFERINGS

1. **Regular offerings** – units are encouraged to receive offerings at circle meetings, Bible study, board meetings, quilting days – anytime women gather for a purpose.
 - The unit keeps 50% of the offerings received to support their ministries in the congregations, community, and throughout the world.
 - The unit sends 50% to the Synodical Women's Organization Treasurer on Form A. The SWO keeps ½ of the unit offering to supports its ministries in the synod and as designated on its annual budget. The SWO sends the other ½ of the unit offering to the Churchwide Women's organization.
 - The unit also sends \$30 YEARLY for the Convention Expense Fund to the SWO Treasurer. Submit on Form A. These funds help fund the SWO convention and help keep the registration fee reasonable for attendees.

- In the year of the SWO Convention, units are encouraged to send an offering for the SWO Convention Offering. Submit on Form A.
- In the year of the Triennial Convention, units are encouraged to send an offering for the Triennial Convention/Triennial Gathering or both. Submit on Form B.

2. Thankofferings

- Thankofferings are gifts in gratitude for blessings, given joyfully to thank and praise God for all that God has done and continues to do in our lives
- Units are encouraged to host Thankoffering services or celebrations at least once a year and the collected amount is sent in its entirety to the Churchwide Women's Organization on Form B.
- Thankofferings support ministries of the Churchwide Women's Organization including the *Gather* magazine, educational resources, ecumenical partnerships, advocacy, global education, leadership development and more. In 2018, part of the Thankoffering funds were used to create awareness about human trafficking among 30,000 Lutheran youth and their leaders at the National Youth Gathering in Houston. The youth also assembled 2005 hygiene bags for distribution to organizations that support victims of human trafficking and at-risk youth.

3. Katie's Fund

- Katie's Fund was established in 1997 as an Endowment Fund to honor the legacy of Katharina von Bora Luther to raise up bold leaders for the women's organization and support bold and creative ministry for generations to come. Katie's Fund supports ministry in three areas: leadership development, global connections and living theology. Only the interest is used while the endowment continues to grow to raise up bold women of faith for generations to come. Katie's fund currently has \$1.5 million. Katie's Fund celebrates Katharina von Bora Luther, Martin Luther's wife, who was a bold and practical woman of faith.
- The churchwide board voted last December to grow Katie's fund to \$4.5 million by July 2020 – the next Triennial Gathering. This is a realistic goal if every WELCA unit contributes \$50 per year for 2018-2020 to Katie's Fund.
- There's also a Katie's Fund – Current – and donations to this fund are used in the next fiscal year for the same three mission areas.
- Katie's fund has been used to fund:
 - Travel for women from the US to attend the 2018 International African Lutheran Conference in Tanzania
 - A workshop about bullying and outreach to youth leaders at a previous ELCA youth gathering

- scholarships and grants for young women to attend the Triennial Gathering
- travel for international women to attend conferences and events in the US

4. Other Offerings

- Faithful Friends, which is a monthly automatic donation from your account to Women of the ELCA
 - Units and conferences may also give to Churchwide women of the ELCA for their scholarships, grant programs, Raising up Healthy Women and Girls grants. Form B would accompany these gifts to Churchwide.
 - Units and conferences also can give gifts to other ELCA ministries such as World Hunger, Lutheran Disaster response through Women of the ELCA. Form B would accompany these gifts to Churchwide.
 - Refer to the **2018-2019 Guide For Treasurers** to assist in where to send these gifts. It is included in this handout and this form is also on the SWO website: <http://www.nswiswo.org/>
5. **Your offerings are at work doing God's work** by supporting ministries of your community and throughout the church. We can do so much more when our funds work together than we can separately. Thank you for your generosity.
 6. **There are NO dues in Women of the ELCA.** As treasurer you have the opportunity to correct this misunderstanding and emphasize that giving is a voluntary expression of gratitude and stewardship.
 7. Women are encouraged to include Women of the ELCA in their estate planning.

OFFERING FORMS

FORM A Used by units and conferences to send offering to SWO

- Used by **units** to send:
 - offerings to the Synodical Women's Organization (SWO)
 - The yearly \$30 Convention Expense Fund to the SWO.
 - SWO Convention Offering to the SWO
- Used by conferences to send offering to SWO

FORM B Used by units to send the following to the churchwide women's organization:

Thankoffering, Katie's Fund, Special offerings, funds for grants and scholarships, Where Needed Most, and designated gifts such as World Hunger, ELCA Disaster Response, Lutheran World Relief Shipping Fund, etc

UNIT TREASURER RESPONSIBILITIES

1. Keep the records of all financial transactions – this includes depositing all receipts and writing checks for all expenditures. Financial records are retained for 7 years plus the current year.
2. Keep a ledger record of every transaction and balance monthly with the bank statement
3. Attend and report finances at board meetings, unit meetings
4. Work with the president and board to develop a budget
5. Be the offering interpreter – educate how offerings are used for ministries. The unit offering supports the entire organization (local, SWO, and Churchwide). I highly suggest that the treasurer or a board member present offering meditations at your meeting, Bible study (etc) and highlight a ministry or the ministries for which the offering has been designated. There are offering meditations on the Women of the ELCA website <https://www.womenoftheelca.org/>
6. Unit Treasurer should be bonded through the church congregation's insurance
7. Financial records should be audited at year end

APPLE RIVER AND DAIRYLAND CONFERENCES: FINANCIAL SECRETARY RESPONSIBILITIES

1. The Apple River and Dairyland Conferences have their own conference financial secretaries and bank accounts. Their responsibilities are basically the same as those outlined previously for unit treasurers. They can have \$300 in their bank account and any excess funds are sent to SWO Treasurer to be held in their conference account.
2. However, these financial secretaries are not bonded. Conferences are not legally independent expressions of the Women of the ELCA and are not covered by the organization's insurance against theft or other losses.
3. When ½ of your offerings from events are submitted to the SWO treasurer, please include the number of attendees for each day of the event. Twice a year the SWO submits insurance payment to churchwide for each attendee at every conference and SWO event (10 cents per day, per person).
4. The financial secretary sends a yearly summary report to the SWO Treasurer by January 31st of the next year.

CONFERENCE FINANCIAL SECRETARIES

1. If you have a speaker to which you will be paying \$600 or more, please contact the SWO treasurer for procedure and process. There could also be a situation where two or more conferences are using the same speaker, and the payment could be \$600 or more. There is a process that must be followed.
2. Conference Financial Secretaries at any event must always have additional folks help count registration and offering funds. They must sign the forms provided by the SWO treasurer. Those forms are submitted with the funds to the SWO treasurer.
3. I highly recommend that the Financial Secretary or a board member present offering meditations at your event and highlight a ministry or the ministries for which the offering has been designated. There are offering meditations on the Women of the ELCA website to assist you. <https://www.womenoftheelca.org/>
4. The conference coordinator meets with the SWO board yearly and the SWO board pays the expenses.
5. Registration fee and expenses for Conference officers attending a SWO sponsored leadership event are paid by the conference.
6. Conference officers are reimbursed for conference expenses and mileage. Submit itemized voucher and expense slips to conference Financial Secretary who will make payment if conference has own checking account or submit form to SWO treasurer for payment.

CONFERENCE FINANCIAL SECRETARIES THAT USE SWO

1. DEPOSIT FORM

ALL CHECKS ARE MADE OUT TO WOMEN OF THE ELCA

- List the names of all individuals paying, check number, and amount paid. You may want to list the cash participants on a separate page for easier accounting. Also list separately those individuals for whom the conference is paying.
- Be sure to submit the total check amount and the total cash amount on the first page. Cash must be submitted via money order or money gram.

- Be sure to the number of attendees at the top of the first page. SWO need this number. Twice a year SWO submits insurance payment to churchwide for each attendee at every conference and SWO event (10 cents per day, each person)

2. CHECK REQUEST FORM

- Please list dollar amount and name of person or organization to which payment is to be made. Also put address to which check is to be sent.
- Often you need to make a deposit for an event or get payment prior to the event, so please submit the check request form. If time is running short, e-mail the request and mail me the check request form.
- After the event, send another check request form for speaker, expenses, offering designations, including that ½ of the offering goes to SWO (policy since September 1991). SWO does not keep any portion of this – it is submitted in full to Churchwide.
- After each event and when all funds for the event have been received and all expenses have been paid, I will send you a financial report and check register of your income and expenses.

INSURANCE

- The ELCA provides accident and medical expense coverage for volunteers, delegates and visitors attending SWO-sponsored gatherings. This applies to SWO board meetings, conference events, conventions, and any SWO sponsored event. This is why SWO treasurer requests the number of attendees at conference events.
- Twice a year, the SWO treasurer pays Churchwide for these prior held events (10 cents per day, per person)
- We are also responsible for completing and filing a certificate of Liability Insurance request with Churchwide for every conference and SWO event if the host venue does not provide liability insurance. This is an online form with Women of the ELCA under Tools for Leaders. <https://www.womenoftheelca.org/>

September 2018

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