

KING OF KINGS EVANGELICAL LUTHERAN CHURCH
Milwaukie, Oregon

MICAH FUND POLICIES

TABLE OF CONTENTS

1. INTRODUCTION2

 1.1 Mission 2

 1.2 Purpose 2

 1.3 Background..... 2

 1.4 Fund Administration Committee 2

 1.5 Application of Policies 2

 1.6 Approval and Change of Policies 2

 1.7 Fund Perpetuity..... 2

 1.8 Fund Termination 2

2. DEFINITIONS 2

 2.1 Injustice 2

 2.2 Justice 3

3. PUBLICIY 3

 3.1 Education 3

 3.2 Distribution of Gifts..... 3

 3.3 Congregational Annual Reports 3

 3.4 Fund Raising 3

4. GIFT ACCEPTANCE 3

 4.1 General Statement..... 3

 4.2 General Gift Acceptance Guidelines 3

 4.3 Policies and Procedures for Specific Forms of Gifts 3

5. INVESTMENT..... 4

 5.1 Investment Vehicle 4

6. DISTRIBUTION GUIDELINES..... 4

 6.1 Geldaker Educational Fund. 4

 6.2 Parking Lot and Beyond 4

 6.3 Final and Everlasting Priority..... 5

 6.4 Application Criteria 5

 6.5 Application Procedures..... 5

 6.6 Distribution Guidelines..... 6

7. REPORTING 6

 7.1 Monthly Treasurer Reporting 6

 7.2 Congregational Annual Reports 6

1. INTRODUCTION

1.1 **Mission.**

The King of Kings Lutheran Church Micah Fund is an ongoing ministry established to address justice issues and support people suffering, especially from economic injustice.

1.2 **Purpose.**

The Micah Fund shall be used to grant gifts to either organizations working for justice or to King of Kings members in financial need, particularly due to economic injustice. Gifts are given with the intent that the recipients of the gifts will give back to the Fund if and when they are able, so that the Fund may be on-going and continue to help people in economic need.

1.3 **Background.**

Guided by the King of King's Mission Statement: "King of Kings: Doing justice, loving kindness, walking humbly with God" (from Micah 6:8), the members of the King of Kings Lutheran Church congregation established at its congregational meeting of February 2, 2003 the dedicated fund named the "Micah Fund", assigning administration of the Fund to the Church Council.

1.4 **Fund Administration Committee.**

The congregational meeting of January 27, 2004 reassigned administration of the Fund jointly to the Church Council Executive Committee (President, Vice-President, Secretary and Treasurer) and the Pastor (hereinafter jointly called "Fund Administration Committee" {FAC}). Overall responsibility for the Micah Fund rests with the Council. All questions of authority of FAC shall be referred to the Council for determination.

1.5 **Application of Policies.**

These policies apply to anyone representing the Micah Fund.

1.6 **Approval and Change of Policies.**

These policies of the Micah Fund shall be approved by a simple majority of all congregational members attending a duly called congregational meeting. Subsequent changes to these policies shall be approved by a two-thirds majority of all congregational members attending a duly called congregational meeting

1.7 **Fund Perpetuity.**

It is the intent of the congregation that the Micah Fund be administered in such a manner that the Fund will exist as long as economic injustice exists in the community.

1.8 **Fund Termination.**

In the extreme consequence that the congregation of King of Kings shall cease to exist, a final distribution of the amounts remaining in the Micah Fund shall be made in accordance with the Gift Distribution guidelines of Article 6 of this document.

2. DEFINITIONS

2.1 **Injustice.**

The quality of being unjust or unfair, lack of justice. Injustice implies unjust treatment of another or a violation of his or her rights.

2.2 Justice.

The quality of being impartial, fair. The use of power and authority to uphold what is right, just or lawful. Justice implies treatment of all individuals equally.

3. PUBLICITY**3.1 Education.**

The fund was established by donations from the congregation, with the goal of raising \$50,000 (50 being the "jubilee" number) by January, 2006. Educational publicity shall be conducted by the Fund Administration Committee (**FAC**) to educate the congregation about the Fund's existence and purpose, such as:

2.1.1 Temple talks to explain the inception and goals of the fund.

2.1.2 Church newsletter.

2.1.3 Brochure.

2.1.4 Annual reports

3.2 Distribution of Gifts.

The funds will be distributed by **FAC**. Individual stories will be shared with the congregation each time a gift is given, first obtaining permission from the receiver. Receivers will be contacted a period of time after receipt of the gift to request that they share how the gift helped them.

3.3 Congregational Annual Reports.

FAC will provide the Council and congregation an annual narrative and fiscal report.

3.4 Fund Raising.

FAC or a designated subcommittee will provide fundraising for the Fund and provide updates to Council as to goals and plans to raise funds, as well as to fundraising progress. Fundraising shall include a variety of methods, such as:

2.4.1 A campaign for small monthly donations from members.

2.4.2 Planned activities: dinners, auctions, raffles, etc.

2.4.3 Gifts such as memorial donations, one-time gifts, etc..

4. GIFT ACCEPTANCE**4.1 General Statement.**

The Fund Administration Committee (**FAC**) will oversee the gift acceptance process for the congregation of King of Kings Lutheran Church.

4.2 General Gift Acceptance Guidelines.

All gift arrangements, other than cash or publicly traded stock/mutual funds, must be reviewed for acceptance by the **FAC**. Gifts to and from the Micah Fund will be accounted for through the regular financial reporting of the congregation. However, because the fund gives gifts rather than loans, there will not be accounting that details how much recipients of Micah Fund gifts contribute back to the fund.

4.3 Policies and Procedures for Specific Forms of Gifts.

4.3.1 Cash. Gifts in the form of cash or checks will be accepted regardless of amount. All checks must be made payable to "King of Kings Lutheran Church," designated "Micah Fund."

4.3.2 Publicly Traded Securities. Securities (stocks, bonds, mutual funds), which are traded on public exchanges, will be accepted by the **FAC**. Publicly traded securities will be liquidated as soon as possible after they are received.

4.3.3 Closely Held Securities. The **FAC** will examine closely held securities for acceptance on a case-by-case basis.

4.3.4 Real Property. The Micah Fund will **NOT** accept real property gifts. Donors shall be referred to the King of Kings Mission Endowment Fund Board.

4.3.5 Personal Property.

4.3.5.1 Tangible Personal Property will be received only after satisfactory review by the **FAC**. Perishable property, property that requires special facilities or security, and intangible personal and other property of any description, including but not limited to notes, copyrights, royalties, easements, trademarks, and patents will generally not be accepted.

4.3.5.2 Life Insurance Policies and other assets evidenced by contract will be received provided ownership arrangements or beneficiary designations in the name of King of Kings Lutheran Church Micah Fund can be established in compliance with the procedures of the issuing company.

5. INVESTMENT

5.1 Assets.

All assets of the Micah Fund shall be kept in an interest bearing checking account of the Mission Investment Fund of the Evangelical Lutheran Church in America (ELCA).

6. DISTRIBUTION GUIDELINES

6.1 Geldaker Educational Fund.

In accordance with the adopting Resolution, the first priority of the Micah Fund is to pay \$1,200 per year until 2011 into the Geldaker Educational Fund, a benevolence commitment made by the Council in May, 2001. (This replaces the special Geldaker endowment fund that was to be set up after the congregation received the initial gift from the Geldaker family in early Spring, 2001.)

The schedule of payments is as follows:

\$1,200 - January, 2003	\$1,200 – June, 2007
\$1,200 - June, 2003	\$1,200 – June, 2008
\$1,200 - June, 2004	\$1,200 – June, 2009
\$1,200 - June, 2005	\$1,200 – June, 2010
\$1,200 - June, 2006	\$1,200 – June, 2011

6.2 Parking Lot and Beyond.

In accordance with the adopting Resolution, the second priority of the fund is to repay \$5,500 to the Parking Lot and Beyond Fund. (This amount was borrowed from the PL&B Fund to offer the \$17,500 loan made to a congregational member family. The remaining \$12,000 was from the Geldaker gift to the congregation.)

6.3 Final and Everlasting Priority.

6.3.1 As specified in the adopting Resolution establishing the Micah Fund, the final and everlasting priority of the Micah Fund is to grant gifts to either organizations working for justice, or to KOK members in financial need, particularly due to economic injustice.

6.3.2. Gifts are given with the intent that the recipients of the gifts will give back to the fund if and when they are able, so that the Micah Fund may be on-going and continue to help people in economic need.

6.3.3 Gifts to and from the Micah Fund will be accounted for through the regular financial reporting of the congregation. However, because the fund gives gifts rather than loans, there will not be accounting that details how much recipients of Micah Fund gifts contribute back to the fund.

6.3.4 The Fund Administration Committee (**FAC**) has full authority to disburse funds within the purposes identified in the adopting Resolution and these Policies.

6.4 Application Criteria.

6.4.1 Individuals. The only criteria for individuals is that requests shall be from King of Kings members and their need shall be based upon an injustice. It is not the intent of the Micah Fund to honor continuing requests from any individual.

6.4.2 Organizations. The only criteria for organizations is that requests are based upon working for justice and is a one time need.

6.4.3 Confidentiality. If requested by the requestor, **FAC** shall maintain strict confidentiality of the requestor. Application and use of the funds, however, may be disclosed in a manner in which the identity of the requestor will not be revealed..

6.5 Application Procedures.

6.5.1 Individuals. A request can be initiated by contacting Pastor or another member of **FAC**. That **FAC** member would then act as sponsor for the requesting party to **FAC** and shall accompany the requestor to a **FAC** meeting to formally make the request, unless physically unable to do so. The **FAC** meeting is required so that if questions need to be addressed, they can be handled in a timely fashion. A majority of the five members of **FAC** must approve all requests.

6.5.2 Individuals (Emergency). In the event of a request for a small (under \$600.00 per individual or family) immediate need, such as food, medical attention or basic need, the Pastor has authority to reasonably meet such requests. In the event of a request for a larger immediate need, an emergency meeting of **FAC** may be called. A majority of the five members of **FAC** must approve all requests.

6.5.3 Organizations. Organizations shall demonstrate a unique challenge or a special opportunity, and how the organization will support future need. A majority of the five members of **FAC** must approve all requests.

6.6 Distribution Guidelines.

6.6.1 Perpetuity. Distribution shall be limited by fund availability as may adversely affect the perpetuity of the Fund.

6.6.2 Individuals priority. Priority of gift distribution among individuals shall be ordered as follows:

- 6.6.2.1** KOK members suffering economic injustice.
- 6.6.2.2** KOK members suffering.

6.6.3 Organizations priority. Priority of gift distribution among organizations shall be ordered as follows:

- 6.6.3.1** Organizations that have an existing relationship with King of Kings Lutheran Church.
- 6.6.3.2** Organizations that do not have an existing relationship with King of Kings Lutheran Church.

6.6.4 Disbursement Letter. A letter detailing the terms of the gift will be sent by **FAC** with each gift. The letter shall NOT be a form letter, but shall be specific to the gift, and shall include the intent of the Micah Fund that recipients of the gift will give back to the fund if and when they are able, so that the Micah Fund may be on-going and continue to help people in economic need.

6.6.5 Disbursement. If the use of the fund is to pay a specific obligation of an individual or organization, the disbursement will be made directly to the obligee on behalf of the requestor.

7. REPORTING

7.1 Monthly Treasurer Reporting. The Treasurer will provide monthly updates as to Fund balance and make the annual payments to the Geldaker Educational Fund. (Let people know that the congregation would like to hear how the gift has helped them and how they are doing.)

7.2 Congregational Annual Reports. **FAC** will provide the Council and congregation an annual narrative and fiscal report.