



## Endowment Fund Request Form

Date: \_\_\_\_\_

Name of requestor: \_\_\_\_\_

Team overseeing use of funds: \_\_\_\_\_

Endowment Fund (select one):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Adult Education           | <input type="checkbox"/> Children's Ministry        | <input type="checkbox"/> Hirman Fellowship     |
| <input type="checkbox"/> Mundahl Music Scholarship | <input type="checkbox"/> Onkka Seminary Scholarship | <input type="checkbox"/> Scholarships          |
| <input type="checkbox"/> Social/Global Missions    | <input type="checkbox"/> Spiritual Emphasis         | <input type="checkbox"/> Structure Improvement |
| <input type="checkbox"/> Undesignated/Core         | <input type="checkbox"/> Youth Activities           |  |

Amount Requested: \_\_\_\_\_

Please describe the purpose the funds will be used for:

Please answer Yes or No to the following questions:

- Have you determined that this expense is not included in the general church budget?  
Yes                  No
- Does the fund request meet the intended purpose criteria for the selected Endowment Fund (see back for list of funds and purposes)?                  Yes                  No
- The requesting team has determined Endowment Funds as the best funding source to fulfill this need.                  Yes                  No

**Note:** Please, after completing this form, save it on your device and email it to our Business Administrator Alyssa Mickow [mickow@bethellutheran.com](mailto:mickow@bethellutheran.com)

**To be completed by Endowment Team:**

Date Reviewed: \_\_\_\_\_ ☐ Approved      ☐ Not Approved      ☐ Tabled

Dispositions:

Signature of Endowment Fund Team Chairperson

**Core:** This account will support special church purposes or requests, not included in the Annual Church budget of Bethel. (NOTE: Previously referred to as "Undesignated")

**Adult Education:** This account will support Adult Education programs.

**Scholarship:** This account will support students from Bethel attending an ELCA college.

**Youth Activities:** This account will support Youth trips and other activities. The Youth Team of Bethel Lutheran Church will have the responsibility of overseeing use of these funds. Funds may be applied to either general Youth trip expenses (such as transportation or chaperone expenses), or for need based assistance for participating youth.

**Children's Ministry:** This account will support ongoing activities of the children's ministry program.

**Structure Improvement:** This account will support structural improvement projects as determined by the Properties Team.

**Spiritual Emphasis:** This account will support congregational events having a spiritual emphasis theme.

**Social and Global Mission:** This account will support both local and global mission objectives. Special consideration is encouraged for the needs of children and for involving youth in mission work. Disbursement requests must be reviewed by the Social Missions Team.

**Hirman Fellowship:** This account will support enhancing current and future fellowship facilities, and for encouragement of fellowship activities; including special capital expenditures for improvements and costs associated with special events held for Bethel members. Events include but not limited to music groups, performance groups, presentations, and other events approved by the Bethel staff or Fellowship Team.

**Dale Mundahl Music Scholarship Fund:** This account will support music at Bethel. Funds may be used to support musical study with an emphasis for organ or church music programs of study. Special emphasis will be placed on younger people attending college who wish to study music they can share with the church. Those receiving funds enter into a covenant relationship with Bethel to foster music ministry. Funds may also be used to sponsor special concerts and worship events and would be used primarily for Lutheran College ensembles and other non-profit organizations.

**Pastor Robert Onkka Pastoral Ministry Fund:** This account may be used to support Bethel Lutheran members who attend a seminary of the ELCA and may be used for tuition, books, or auxiliary expenses.\*

This account may also be used to supplement the Annual Fund related to the Personnel expenses of the Bethel called pastoral staff and/or contracted Pastor of Visitation. Use of this fund may also include additional pastoral coverage related to sabbatical support or pulpit supply.

*\*In the event funds are not expended for a period of three to five years for a Bethel member in seminary, Bethel could choose to support a student at Luther Seminary with preference given to a student from SE Minnesota who receives no congregational assistance. The students would be supported until such time Bethel students are in attendance.*