

Guide for Unit Treasurers

A How-To Guide to Women of the ELCA Offerings

The many ministries of Women of the ELCA, carried out in all our three expressions (congregational and special units, synodical women's organizations, and the churchwide organization), depend entirely upon the generosity of women throughout our church and those who love them. Women of the ELCA is deeply grateful for your generous support. *Thank you.*

This how-to guide is for treasurers serving congregational and special units. It describes the ways that unit participants financially support our organization, and the ways that you, the treasurer, can make sure their gifts and offerings get where they need to go.

CONTENTS

Offerings and How To Handle Them

Regular Offerings	Page 2
Thankofferings	Page 3
Designated Gifts	Page 4
More About Designated Gifts	Page 5
Special Gifts and Offerings	Page 6
Where Needed Most	Page 7
Faithful Friends	Page 8
Amazon Smile	Page 9

Sample Forms

Form A	Form B
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Forms to Photocopy

Form A English	Form A Spanish
Form B English	Form B Spanish
Faithful Friends	

The churchwide constitution of Women of the ELCA describes four forms of offerings, and over the years, other opportunities for generosity have arisen.

Regular Offerings are given whenever women gather. These gifts, as outlined in our constitution, are the backbone of all our ministries together.

- **How they work:** Women gather for study or action and make a voluntary offering. The unit treasurer collects these offerings and deposits them in the unit's checking account. As recommended by our elected churchwide board over the years, the unit keeps a share for its own ministries, and forwards 50% or more to the synodical women's organization. The synodical women's organization then keeps a share for its own ministries, and forwards 50% or more to the churchwide organization.
- **How to handle them:** Make out one check to Women of the ELCA and send it to the treasurer of your synodical women's organization, with a filled-in copy of Form A (see the sample in the second part of this document).

Please do not send your Regular Offering to the churchwide office in Chicago, to the old P.O. box in Chicago, or to the gift processing center in Merrifield. Regular Offerings sent anywhere but to the treasurer of your synodical women's organization will be badly delayed or even returned to you.

If you do not know who the current treasurer of your synodical women's organization is, the best place to find out is your SWO's newsletter or website. If you cannot find it there, you may call the churchwide office at 773-380-2730.

Women of the ELCA Offering Form A
 For use by CONGREGATIONAL UNITS
 For offerings to SYNODICAL TREASURER

Use Form A to submit Regular Offerings and SWO Convention Offerings to your Synodical Women's Organization. Make checks payable to "Women of the ELCA." Mail form with check to your synodical treasurer.
 For more information, please call 1-800-638-3522, ext. 2730.

CONGREGATION NAME	CLUSTER
CONGREGATION ADDRESS	CONGREGATION NUMBER
UNIT TREASURER NAME	PHONE NUMBER
ADDRESS	CITY
STATE	ZIP
REGULAR OFFERING	\$
SWO CONVENTION OFFERING	\$
CONFERENCE OR CLUSTER OFFERING*	\$
TOTAL	\$

* It is recommended that at least 50% of your cluster or conference offerings be sent to the synodical treasurer to be passed on in full to the churchwide women's organization. Send the rest of your offerings through a cluster or conference entity.

Regular Offerings

Thankofferings are gifts made in gratitude for blessings received. According to our founding documents and the churchwide constitution, Thankofferings support the ongoing ministries of the churchwide organization.

- **How they work:** Our longstanding tradition is that women set aside these gifts at home whenever the Spirit moves them to gratitude, and then gather for a Thankoffering. Many units hold Thankoffering services with the participation of the entire congregation. See welca.org/Thankofferings for more.
- **How to handle them:** Deposit individuals' Thankofferings in the unit's checking account. (Thank-you notes from your unit's leaders are a lovely community-building gesture.) Then write one check for the total amount on the unit's account to Women of the ELCA. This is how your unit is credited for the offering. An acknowledgment will be mailed to your congregation, and your synodical leaders will see your unit's Thankoffering on the reports they receive. Then please forward the unit's check with a filled-in copy of Form B (see the sample in the second part of this document) to:

**Women of the ELCA
ELCA Gift Processing Center
P.O. Box 1809
Merrifield, VA 22116-8009**

Please do not send your Thankoffering to the churchwide office or the old P.O. box in Chicago. (If you have any forms with the old P.O. box address, please destroy them and use the current version included at the back of this document.) Offerings sent anywhere but Merrifield will be badly delayed.

Women of the ELCA **Offering Form B**
For use by CONGREGATIONAL UNITS for offerings to CHURCHWIDE

Use Form B for Thankofferings, Women's Leadership Fund, Special Offerings, and designated gifts to WELCA and ELCA ministries. Make check payable to "Women of the ELCA." For more information, please call 1-800-866-7664, ext. 417 or visit us at www.welca.org.

Mail forms with check to: Women of the ELCA, ELCA Gift Processing Center, P.O. Box 1809, Merrifield, VA 22116-8009.

DATE	
CONGREGATION OFFICER	UNIT TREASURER
UNIT TREASURER NAME	PHONE NUMBER
ADDRESS	CITY
STATE	ZIP
DESCRIPTION	AMOUNT
THANKOFFERING	\$
WELCA WHERE NEEDED MOST	\$
	\$
	\$
	\$
	\$
TOTAL	\$

Thankofferings

Designated Gifts support particular ministries or initiatives of the churchwide organization of Women of the ELCA or, *through* Women of the ELCA, ministries or initiatives of the larger church.

- **How they work:** Designated Gifts may be given to support Women of the ELCA ministries or initiatives including Katie’s Fund, Women of the ELCA Scholarships, and more. Designated Gifts may also be given *through* Women of the ELCA to support ELCA and other Lutheran ministries, including ELCA World Hunger, Lutheran World Relief Freight for Quilts, and more. For details, see the next page.
- **How to handle them:** Make out your unit’s check to Women of the ELCA and write the name of your designated ministry or initiative on the memo line. Then forward it with a copy of Form B (see the sample in the second part of this document) to:

**Women of the ELCA
ELCA Gift Processing Center
P.O. Box 1809
Merrifield, VA 22116-8009**

Please do not send your Designated Gift to the churchwide office or the old P.O. box in Chicago. (If you have any forms with the old P.O. box address, please destroy them and use the current version included at the back of this document.) Gifts sent anywhere but Merrifield will be badly delayed.

Designated Gifts

More about Designated Gifts to and through Women of the ELCA

Following are some examples of programs or initiatives of the churchwide women's organization that you may support with designated gifts. Other initiatives and programs are offered from time to time, often in connection with churchwide events.

- Café
- Racial Justice
- Katie's Fund
- Women of the ELCA Scholarships

Designated gifts to churchwide ministries of the ELCA may also be made through Women of the ELCA. Below are some examples.

- Project Comfort/Freight for Quilts-LWR
- LWR through ELCA World Hunger
- AMMPARO: Accompanying Migrant Minors
- ELCA World Hunger
- Lutheran Disaster Response
- Good Gifts
 - please specify from catalog
- God's Global Barnyard
 - please specify from catalog
- Global Gifts
 - please specify from catalog
- Global Mission
 - Including Young Adults in Global Mission
 - Including YAGMs by name
 - Including your synod's global Companion Church
 - please specify that this is an ELCA Companion Church
- ELCA Missionary Sponsorship
 - Including ELCA mission personnel by name

Please note: Gifts to support other organizations, even Lutheran organizations such as colleges or camps, must be sent *directly* to that organization. Likewise, gifts in support of initiatives of synodical women's organizations must be sent *directly* to that synodical women's organization. The churchwide women's organization cannot forward these gifts.

More about Designated Gifts

Faithful Friends is the easiest way to give regularly, by automatic deduction from your checking account or your credit card. Most Faithful Friends are individuals, but units can also sign up as Faithful Friends with their checking account.

- **How they work:** Regular giving through Faithful Friends supports the ongoing ministries of Women of the ELCA.
- **How to handle them:** Fill in the Faithful Friends form (also included with this document) and forward it with a voided check to:

Women of the ELCA Faithful Friends
ELCA Gift Processing Center
P.O. Box 1809
Merrifield, VA 22116-8009

Please do not send your Faithful Friends form to the churchwide office or the old P.O. box in Chicago. It will be badly delayed.

GIVE MONTHLY
 Make a regular monthly gift and join
 Faithful Friends
 a group of personally devoted friends of Women of the ELCA
 who provide consistent, recurring support for our many ministries.

YES! I want to join Faithful Friends of Women of the ELCA!
 Please deduct my recurring gift of \$ _____ from my checking account on the 15th of each month.
 My voided check is enclosed.

Signature: _____
I agree to authorize Women of the ELCA to charge my bill for my monthly gift. My payment is made by automatic deduction from my checking account or credit card. I understand that my payment will be processed by the ELCA Gift Processing Center.

Please mail this form and your voided check to:
 Women of the ELCA Faithful Friends
 ELCA Gift Processing Center
 P.O. Box 1809
 Merrifield, VA 22116-8009 *Thank you!*

To give by credit card, please fill in and mail the bottom half of this form.

YES! I want to join Faithful Friends of Women of the ELCA!
 Please charge my recurring gift of \$ _____ from my credit card on the 15th of each month.

Visa American Express Discover Mastercard

Credit card number: _____ Expiration date: _____
 Name on card (please print): _____
 Address: _____ City, State, Zip: _____

Signature: _____
I agree to authorize Women of the ELCA to charge my bill for my monthly gift. My payment is made by automatic deduction from my credit card. I understand that my payment will be processed by the ELCA Gift Processing Center.

Please mail this form to:
 Women of the ELCA Faithful Friends
 ELCA Gift Processing Center
 P.O. Box 1809
 Merrifield, VA 22116-8009 *Thank you!*

Faithful Friends

Another Way to Support Women of the ELCA

Amazon Smile is an easy way to support the ongoing ministries of Women of the ELCA while shopping online.

- **How they work:** Individuals shopping at Amazon go to smile.amazon.com, not amazon.com, and choose Women of the Evangelical Lutheran Church (our full name) as their charity. Every quarter, the Amazon Foundation forwards to the churchwide organization half a cent for every dollar our supporters spend, all anonymously. Amazon Prime benefits still apply.
- **How to handle them:** Treasurers don't have to do a thing except promote giving to Women of the ELCA through Amazon Smile.