

**SESSION SPECIAL PROJECTS COMMITTEE<sup>1</sup>**  
**IMMANUEL PRESBYTERIAN CHURCH ENDOWMENT SPENDING**

**INVITATION FOR PROPOSALS – JANUARY 2017**

**BACKGROUND**

In order to thrive as a community of faith, Immanuel Presbyterian Church (Immanuel) has always depended upon its members and friends to practice good stewardship of their time, talent, and financial resources. We seek to nurture this culture of grateful and generous giving not just through our annual stewardship campaign to raise money for yearly operating expenses, but also by providing special opportunities for our members and friends to be a blessing to others through various additional means, including our Auction, our Changing Lives program, and our commitment to Chesterbrook Residences.

Consistent with these precedents, the opportunity to give planned gifts (particularly through bequests in wills and trusts, but also in other forms) provides yet another way for Immanuel's members and friends to participate in this culture of faithful stewardship and to help provide for a stable financial foundation as the church moves into the future. It is with this purpose in mind that Immanuel established the Endowment for Immanuel (Endowment) and the Planned Giving Committee on March 8, 1999.

**ENDOWMENT SPENDING**

The Endowment is a perpetual fund which is invested so as to best preserve its principal, while also generating income to support certain other church objectives. Periodically, disbursements may be made from the Endowment to a Spendable Fund. The Endowment Spending Policy permits gifting from the Spendable Fund in accordance with decisions of the Session. The Session has, in turn, appointed a Special Projects Committee (Committee) to conduct the initial screening and consideration of proposals for gifting and to make recommendations accordingly.

**INVITATION FOR PROPOSALS (IFP)**

The Committee is now seeking proposals from the Immanuel congregation and committees for the funding of a project or projects that meet the criteria of being "special needs and programs within Immanuel" or "community outreach and other benevolences," as required pursuant to the Endowment Spending Policy. The amount currently available through this process for calendar year 2017 is \$8,600. At least \$3,800 of this money *must be used* for benevolence (charitable organizations or charitable projects outside of Immanuel). There is no upper limit on how much of the total can be used for benevolence purposes. This means that projects to benefit outside charitable organizations or projects could receive in the aggregate as much as the entire \$8,600 gift, but projects to benefit internal Immanuel church needs may receive in the aggregate no more than \$4,800. The only prohibited

---

<sup>1</sup> The Session Special Projects Committee is a Session-established committee comprised of representatives of the Planned Giving, Finance, and Stewardship Committees.

application of these funds is that they cannot be used to cover general operating expenses of the church.

#### **INVITATION PROCESS**

All church members, *ad hoc* church groups, and church committees (“applicants”) are eligible to recommend recipients of these funds by following the application process described herein. The expectation is that applicants will provide a completed proposal on behalf of outside charitable organizations or for internal church use that is other than regular budgeted-for church items. Recipients, therefore, could be an outside organization or group such as an outside charitable or community group, an Immanuel church committee, or an unbudgeted Immanuel church need.

Applicants should be as specific as possible regarding the use of the requested funds. For example, if the recommended party is an outside organization, in addition to a full description of the organization and its management, the applicant should provide specifics regarding the need and how the gift will fulfill that need. It would also be helpful for the Committee to understand the history of the organization and its past interaction, if any, with the church. This could include its past receipt of monetary or in-kind gifts from church committees or participation by congregants in volunteer projects for the organization.

Applicants should provide contact information so that the Committee can reach them for follow-up questions and clarifications. The Invitation for Proposal Form for 2017 is attached. These forms are also available at [www.ipcmclean.org](http://www.ipcmclean.org), in the Narthex, or can be requested from the church office.

#### **INVITATION AND DECISION TIMELINE**

All proposals made in response to this IFP are due no later than March 29, 2017 at 5PM. Proposals will be considered timely submitted if they are either emailed to [igminich@bellatlantic.net](mailto:igminich@bellatlantic.net) or delivered, by hand, to the church office by that time. If additional information or discussions are needed with any of the applicants, they will be notified.

Initial evaluation of proposals will be conducted by the Session Special Projects Committee. One or more of the proposals may be presented to the Session for its consideration at its regular April meeting. Decisions on the gift(s) will be made no later than May 2017. Funds will be available to be disbursed during the week following the decision.

Notably, under the Endowment Spending Policy, the money need not be spent. The Session reserves the right to forego some or all gifting in 2017 and reinvest the available funds to be added to the amount that may be available for gifts in 2018.