GUIDELINES FOR A CONGREGATIONAL THEOLOGICAL STUDENT ENDOWMENT FUND

1. The name of the endowment fund shall be: **Theological Student Endowment Fund of** _____
_____ **(Church Name)** _____ **(City)** _____ **(State)** _____

2. The fiscal year shall be twelve months ending on December 31 of each year.

3. All activities of the Endowment Fund must be in compliance with the constitution of the congregation.

4. A theological student who is a member of _____ (Church Name) _____
_____ (City) _____ (State) _____ is eligible for a scholarship grant.

5. The theological student must be enrolled at one of the two Lutheran Church-Missouri Synod seminaries - Concordia Seminary, St. Louis, MO, or Concordia Seminary, Fort Wayne, IN.

6. The congregation's Board of Elders shall administer the fund.

7. The amount of scholarship grants shall be reviewed annually for each school year by the Board of Elders and approved by the Church Vestry.

8. Contributions received for the fund shall be considered "Capital Investments" and shall not be spent for scholarship grants. Contributions shall be invested. Only interest and dividends earned from capital investments shall be available for scholarship grants.

9. Investment recommendations shall be made by the Board of Elders and approved by the Church Vestry.

10. Financial accounting regarding the fund shall be conducted according to the financial procedures already established by the congregation. The fund shall be listed as a separate line item with monies limited for investments and scholarship grants only and not for congregational purposes.

11. Should the student not complete his theological studies at one of the two Lutheran Church-Missouri Synod seminaries, the scholarship grants must be repaid to the endowment fund in full (without interest). Repaid grants shall not be used for capital investments but shall be available immediately for scholarship grants.

12. Should the congregation have no theological students available, scholarship grants shall be awarded annually to theological students from other Lutheran Church-Missouri congregations according to the stipulations outlined above.

13. Should the Theological Student Endowment Fund be dissolved, all assets will be donated in equal amounts to Concordia Seminary, St. Louis, MO., and Concordia Seminary, Ft. Wayne, IN.

Approved by the Voting Assembly of _____ (Church Name) _____
_____ (City) _____ (State) _____ Date _____

Signatures: _____ (President) _____
_____ (Secretary) _____
_____ (Pastor) _____

CHURCH SEAL

Rev. Thomas Soltis
SELC District Stewardship Department Director