Women of the ELCA Offerings

A How-To Guide for Unit Treasurers

The many ministries of Women of the ELCA, in all our three expressions (congregational & 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 women support our organization, and the ways that you, the treasurer, can make sure their gifts and offerings get where they need to go.

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. 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 your 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 (as shown on the sample included with this document). If you do not know who the current treasurer of your synodical women’s organization is, please call the churchwide office at 773-380-2730.
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. Some hold Thankoffering services annually and some hold them more often.

- **How to handle them:** Make out your check to Women of the ELCA and forward it with a copy of Form B (filled in according to the sample included with this document) to:

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

**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. Every cent of your designated gift is used for the ministry you designate.

- **How to handle them:** Make out your 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 (filled in according to the sample included with this document) to:

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

- more -
**Special Gifts and Offerings** are given in support of other programs or activities of Women of the ELCA that are not specifically included in the budget of the churchwide women's organization, but that are consistent with our mission and purpose.

- **How they work:** Some examples of programs or activities that would be supported by Special Gifts and Offerings are Raising Up Healthy Women and Girls, Anti-Racism Programs, and Café.

- **How to handle them:** Make out your check to Women of the ELCA and write the name of your designated program or activity on the memo line. Then forward it with a copy of Form B (filled in according to the sample included with this document) to:

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

**Where Needed Most** is the most powerful, most flexible way to give to any organization. Gifts marked “Where Needed Most” make it possible for the churchwide organization not only to meet unexpected needs, but to set funds aside for future Triennial Conventions and other needs. If every congregational unit were to give $100 marked “Where Needed Most” each year, that would cover the costs of the next Triennial Convention -- and more.

- **How they work:** Gifts marked “Where Needed Most” are undesignated gifts – that is, they can be used in any way to forward the mission and ministries of our organization.

- **How to handle them:** Make out your check to Women of the ELCA and write “WELCA Where Needed Most” on the memo line. Then forward it with a copy of Form B (filled in according to the sample included with this document) to:

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

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 in America (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. Shoppers' 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.
**Offering Form A**

*For use by Congregational Units for offerings to Synodical Treasurer*

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**Use Form A to submit Regular Offerings and SWO Convention Offerings to your Synodical Women’s Organization. Make check 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.

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### Offerings

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Offering</td>
<td>$250.00</td>
</tr>
<tr>
<td>SWO Convention Offering</td>
<td>$250.00</td>
</tr>
<tr>
<td>Conference or Cluster Offering*</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

**TOTAL** $750.00

*It is recommended that at least 50% of any cluster or conference offering be sent to the synodical treasurer to be passed on in full to the churchwide women’s organization.*

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**Conf. No.**

**CONGREGATION**

**CONGREGATION NUMBER**

**CONGREGATION CITY/STATE**

**CONFERENCE OR CLUSTER NAME**

**UNIT TREASURER NAME**

**PHONE NUMBER**

**ADDRESS**

**EMAIL**

**CITY/STATE**

**ZIP**

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**Date**

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**Description**

**Amount**

**Note:** Your church secretary will have your congregation number and the name of your cluster or conference.
Offering Form B

For use by CONGREGATIONAL UNITS

for offerings to CHURCHWIDE

CONGREGATION NUMBER

CONGREGATION CITY/STATE ZIP REGION/SYNOD

UNIT TREASURER NAME PHONE NUMBER

ADDRESS EMAIL CITY/STATE ZIP

DATE

Use Form B for Thankofferings, Where Needed Most, Kate's Fund, Special Offerings, and Designated Gifts & Special Offerings (please specify).

Make check payable to "Women of the ELCA." For more information, please call 1-800-638-3522, ext. 2730 or go online to womenofelca.org.

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

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>THANKOFFERING</td>
<td>$1,250</td>
</tr>
<tr>
<td>WELCA WHERE NEEDED MOST</td>
<td>$250</td>
</tr>
<tr>
<td>DESIGNATED GIFTS &amp; SPECIAL OFFERINGS (PLEASE SPECIFY)</td>
<td>$150</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$1,825.00</td>
</tr>
</tbody>
</table>

Note: Your church secretary will have your congregation number and your region/synod code.
GIVE MONTHLY
Make a monthly recurring gift and join
Faithful Friends,
a group of especially devoted friends of Women of the ELCA
who provide consistent, sustaining support for our many ministries.

☐ YES! I want to join Faithful Friends of Women of the ELCA!
Please deduct my recurring gift of $_______ ($10 or above) from my checking account on the 15th of each month.
My voided check is enclosed.

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

☐ YES! I want to join Faithful Friends of Women of the ELCA!
Please charge my recurring gift of $_______ ($10 or above) to my credit card on the 15th of each month.

☐ Visa ☐ American Express ☐ Discover ☐ Mastercard

Credit card number Expiration date

Name as it appears on the card (please print)

Address City, State, Zip

Signature
My signature authorizes Women of the ELCA, through ELCA Gift Processing, to initiate and continue monthly deductions as indicated on this form.
I understand that I can cancel my recurring gift at any time by calling Women of the ELCA at 773-380-2730 or emailing women.elca@elca.org.

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

or join online at welca.org/faithfulfriendsonline

Thank you!
Offering Form A

For use by Congregational Units for offerings to Synodical Treasurer

congregation event.

Use this line if you are handling offerings from a cluster or conference offering be sent to the synodical treasurer.

It is recommended that at least 50% of any cluster or conference event.

Use this line if you are handling the offering from a cluster or conference event.

for more information, please call 1-800-638-3522, ext. 2730.

for offerings to your synodical women’s organization. Make check payable to “women of the ELCA.”

for offerings to your synodical women’s organization. Make check payable to “women of the ELCA.”

Regular Offering

SWO Convention Offering

Conference or Cluster Offering*

Description

Amount

$  

$  

$  

$  

TOTAL

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TOTAL

$  

$  

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*It is recommended that at least 50% of any cluster or conference offering be sent to the synodical treasurer.
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<thead>
<tr>
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</tr>
<tr>
<td>Cluster/Offering*</td>
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<tr>
<td>Convention/Offering</td>
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<table>
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<tr>
<td></td>
<td>Phone/Teléfono</td>
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<table>
<thead>
<tr>
<th>Identification</th>
<th>Name/Nombre de la Tesorera de su Unidad</th>
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<tr>
<th>Date/Fecha</th>
<th>ELCAWO1072</th>
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*Se recomienda que al menos el 50% de cualquier ofrenda de grupo o conferencia se entregue en totalidad a la Tesorera Sinodal para ser administrada por la Iglesia.
Offering Form B
For use by CONGREGATIONAL UNITS for offerings to CHURCHWIDE

CONGREGATION NUMBER
CONGREGATION CITY/STATE ZIP REGION/SYNOD
UNIT TREASURER NAME PHONE NUMBER
ADDRESS EMAIL CITY/STATE ZIP

DATE

Use Form B for Thankofferings, Where Needed Most, Kate’s Fund, Special Gifts & Special Offerings (please specify)

DESCRIPTION
THANKOFFERING $ WELCA WHERE NEEDED MOST $
$ $ $

DESIGNATED GIFTS & SPECIAL OFFERINGS (PLEASE SPECIFY) $
$

TOTAL $

Mail form with check to: Women of the ELCA, ELCA Gift Processing Center,
683-3522, ext. 2730 or go online to womenoftheelca.org.
For more information on Kate’s Fund, please call 1-800-638-3522 ext. 2730. For more information on ‘Women of the ELCA’ gift offerings and designations, please call 1-800-638-3522 ext. 2730 or go online to womenoftheelca.org.
<table>
<thead>
<tr>
<th>TOTAL</th>
<th>$</th>
<th>$</th>
<th>$</th>
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\[DESIGNATED\, GIFTS\, \&\, SPECIAL\, OFFERINGS\, \&\, OFRENDAS\, DESIGNADAS\, \&\, OFRENDAS\, ESPECIALES\]

\[THANKOFFERING\, \,(OFRENDAS\, DE\, GRACIAS)\]

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<tr>
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<tr>
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**Use el formulario B para las Ofrendas de Gracias, el Fondo de Käthe, ofrendas designadas, y otras donaciones especiales, así como donaciones a otros ministerios ELCA.**

Haga el cheque a nombre de “Mujeres de la IELA.”

Para más información, por favor llame al 1-800-638-3522, ext. 2730, o visite el sitio web women.elca.org.

Envié el formulario con su cheque a:

Mujeres de la IELA, ELCA

Processing Center, PO Box 1809, Merrifield, VA 22116-8009.