

## 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**

**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](https://smile.amazon.com), not [amazon.com](https://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

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.

	DATE				
CONGREGATION	CONGREGATION NUMBER				
CONGREGATION CITY/STATE	CONFERENCE OR CLUSTER NAME				
UNIT TREASURER NAME	PHONE NUMBER				
ADDRESS	EMAIL				
CITY/STATE	ZIP				

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

DESCRIPTION	AMOUNT
<b>REGULAR OFFERING</b>	\$
<b>SWO CONVENTION OFFERING</b>	\$
<b>CONFERENCE OR CLUSTER OFFERING*</b>	\$
<b>TOTAL</b>	\$

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



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

	DATE	September 1, 2017				
CONGREGATION	CONGREGATION NUMBER					
CONGREGATION CITY/STATE	CONFERENCE OR CLUSTER NAME					
UNIT TREASURER NAME	PHONE NUMBER					
ADDRESS	EMAIL					
CITY/STATE	ZIP					

DESCRIPTION	AMOUNT
<b>REGULAR OFFERING</b>	\$ 250.00
<b>SWO CONVENTION OFFERING</b>	\$
<b>CONFERENCE OR CLUSTER OFFERING*</b>	\$
<b>TOTAL</b>	\$ 250.00

\* 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. Use this line if you are handling offerings from a cluster or conference event.



**Offering Form B**  
 For use by CONGREGATIONAL UNITS  
 for offerings to CHURCHWIDE

Use Form B for Thankofferings, Where Needed Most, Katie's Fund, Special Offerings, and Designated Gifts to WELCA and ELCA ministries. Make check payable to "Women of the ELCA." For more information, please call 1-800-638-3522, ext. 2730 or go online to womenoftheelca.org.

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

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

Note: Your church secretary will have your congregation number and your region/synod code.

DESCRIPTION	AMOUNT
W06G0420 <b>THANKOFFERING</b>	\$
DESIGNATED GIFTS & SPECIAL OFFERINGS (PLEASE SPECIFY)	
W06G0466 <b>WELCA WHERE NEEDED MOST</b>	\$
	\$
	\$
<b>TOTAL</b>	\$



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

DATE		CONGREGATION NUMBER	
September 1, 2017		1   2   3   4   5	
CONGREGATION	CONGREGATION CITY/STATE	ZIP	REGION/SYNOD
First Lutheran Church	Hometown, IL	60120	5   Z
UNIT TREASURER NAME	PHONE NUMBER		
Teri Treasurer	999-555-1212		
ADDRESS	EMAIL		
123 Main St.	ttreasur@lcr@mail.com		
CITY/STATE	ZIP		
East Hometown, IL	60125		

DESCRIPTION	AMOUNT
W06G0420 <b>THANKOFFERING</b>	\$ 1,250
DESIGNATED GIFTS & SPECIAL OFFERINGS (PLEASE SPECIFY)	
W06G0466 <b>WELCA WHERE NEEDED MOST</b>	\$ 250
Katie's Fund	\$ 175
ELCA World Hunger	\$ 150
<b>TOTAL</b>	\$ 1,825.00

## 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.

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 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!*

OR

WOG0466

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

Form updated 8/17

**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:

or join online at [welca.org/faithfulfriendsonline](http://welca.org/faithfulfriendsonline)

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

*Thank you!*

WOG0466



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

	DATE
CONGREGATION	CONGREGATION NUMBER
CONGREGATION CITY/STATE	CONFERENCE OR CLUSTER NAME
UNIT TREASURER NAME	PHONE NUMBER
ADDRESS	EMAIL
CITY/STATE	ZIP

DESCRIPTION	AMOUNT
<b>REGULAR OFFERING</b>	\$
<b>SWO CONVENTION OFFERING</b>	\$
<b>CONFERENCE OR CLUSTER OFFERING*</b>	\$
	\$
	\$
<b>TOTAL</b>	<b>\$</b>

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



**Offering Form A**  
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CONGREGATION	CONGREGATION NUMBER
CONGREGATION CITY/STATE	CONFERENCE OR CLUSTER NAME
UNIT TREASURER NAME	PHONE NUMBER
ADDRESS	EMAIL
CITY/STATE	ZIP

DESCRIPTION	AMOUNT
<b>REGULAR OFFERING</b>	\$
<b>SWO CONVENTION OFFERING</b>	\$
<b>CONFERENCE OR CLUSTER OFFERING*</b>	\$
	\$
	\$
<b>TOTAL</b>	<b>\$</b>

\* 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. Use this line if you are handling offerings from a cluster or conference event.





### Offering Form A Formulario de Ofrendas A

For use by  
CONGREGATIONAL UNITS  
For offerings to  
SYNDICAL TREASURER

Para usar por las  
UNIDADES CONGREGACIONALES  
Para ofrendas a la  
TESORERA SINODAL

Use el formulario A para mandar las Ofrendas Regulares, y Ofrendas de su convención OSMI a su organización de mujeres sinodal. Haga el cheque a nombre de "Mujeres de la IELA." **Envíe el formulario con su cheque a su tesorera sinodal.** Para más información, por favor llame al 1-800-638-3522, ext. 2730.

DATE/FECHA			
CONGREGATION/CONGREGACIÓN	CONGREGATION NUMBER/NÚMERO DE CONGREGACIÓN		
CONGREGATION CITY & STATE/CIUDAD Y ESTADO	ZIPCODE/CÓDIGO POSTAL	REG/SYNOD	
UNIT TREASURER NAME/NOMBRE DE LA TESORERA DE SU UNIDAD	PHONE/TELÉFONO		
ADDRESS/DIRECCIÓN	EMAIL/CORREO ELECTRÓNICO		
CITY AND STATE/CIUDAD Y ESTADO	ZIP/CÓDIGO POSTAL		

DESCRIPTION/DESCRIPCIÓN	AMOUNT/CANTIDAD
REGULAR OFFERING (OFRENDAS REGULARES)	\$
SWO CONVENTION OFFERING (OFRENDAS DE LA CONVENCION OSMI)	\$
CONFERENCE OR CLUSTER OFFERING* (OFRENDA DE CONFERENCIA O GRUPO)	\$
	\$
	\$
<b>TOTAL</b>	<b>\$</b>

\*Se recomienda que al menos el 50% de cualquier ofrenda de grupo o conferencia se envíe a la tesorera sinodal para ser entregado en su totalidad a la organización de mujeres de toda la iglesia. Utilice esta línea si usted está administrando la ofrenda de un de un grupo, evento o conferencia.

Form updated 5/2017

ELCAWO1072



### Offering Form A Formulario de Ofrendas A

For use by  
CONGREGATIONAL UNITS  
For offerings to  
SYNDICAL TREASURER

Para usar por las  
UNIDADES CONGREGACIONALES  
Para ofrendas a la  
TESORERA SINODAL

Use el formulario A para mandar las Ofrendas Regulares, y Ofrendas de su convención OSMI a su organización de mujeres sinodal. Haga el cheque a nombre de "Mujeres de la IELA." **Envíe el formulario con su cheque a su tesorera sinodal.** Para más información, por favor llame al 1-800-638-3522, ext. 2730.

DATE/FECHA			
CONGREGATION/CONGREGACIÓN	CONGREGATION NUMBER/NÚMERO DE CONGREGACIÓN		
CONGREGATION CITY & STATE/CIUDAD Y ESTADO	ZIPCODE/CÓDIGO POSTAL	REG/SYNOD	
UNIT TREASURER NAME/NOMBRE DE LA TESORERA DE SU UNIDAD	PHONE/TELÉFONO		
ADDRESS/DIRECCIÓN	EMAIL/CORREO ELECTRÓNICO		
CITY AND STATE/CIUDAD Y ESTADO	ZIP/CÓDIGO POSTAL		

DESCRIPTION/DESCRIPCIÓN	AMOUNT/CANTIDAD
REGULAR OFFERING (OFRENDAS REGULARES)	\$
SWO CONVENTION OFFERING (OFRENDAS DE LA CONVENCION OSMI)	\$
CONFERENCE OR CLUSTER OFFERING* (OFRENDA DE CONFERENCIA O GRUPO)	\$
	\$
	\$
<b>TOTAL</b>	<b>\$</b>

\*Se recomienda que al menos el 50% de cualquier ofrenda de grupo o conferencia se envíe a la tesorera sinodal para ser entregado en su totalidad a la organización de mujeres de toda la iglesia. Utilice esta línea si usted está administrando la ofrenda de un de un grupo, evento o conferencia.

Form updated 5/2017

ELCAWO1072



**Offering Form B**  
 For use by CONGREGATIONAL UNITS  
 for offerings to CHURCHWIDE

Use Form B for **Thankofferings, Where Needed Most, Katie's Fund, Special Offerings, and Designated Gifts** to WELCA and ELCA ministries. Make check payable to "Women of the ELCA." For more information, please call 1-800-638-3522, ext. 2730 or go online to [womenoftheelca.org](http://womenoftheelca.org).

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

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

DESCRIPTION	AMOUNT
W06G0420 <b>THANKOFFERING</b>	\$
DESIGNATED GIFTS & SPECIAL OFFERINGS (PLEASE SPECIFY)	
W06G0466 <b>WELCA WHERE NEEDED MOST</b>	\$
	\$
	\$
	\$
<b>TOTAL</b>	<b>\$</b>



**Offering Form B**  
 For use by CONGREGATIONAL UNITS  
 for offerings to CHURCHWIDE

Use Form B for **Thankofferings, Where Needed Most, Katie's Fund, Special Offerings, and Designated Gifts** to WELCA and ELCA ministries. Make check payable to "Women of the ELCA." For more information, please call 1-800-638-3522, ext. 2730 or go online to [womenoftheelca.org](http://womenoftheelca.org).

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

DESCRIPTION	AMOUNT
W06G0420 <b>THANKOFFERING</b>	\$
DESIGNATED GIFTS & SPECIAL OFFERINGS (PLEASE SPECIFY)	
W06G0466 <b>WELCA WHERE NEEDED MOST</b>	\$
	\$
	\$
	\$
<b>TOTAL</b>	<b>\$</b>



**Offering Form B**  
**Formulario de Ofrendas B**

For use by  
 CONGREGATIONAL UNITS  
 For offerings to CHURCHWIDE

Para usar por las  
 UNIDADES CONGREGACIONALES  
 para las ofrendas a  
 TODA LA IGLESIA

Use el formulario B para las Ofrendas de Gracias, el Fondo de Katie, ofrendas designadas, y otras donaciones específicas, 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 [womenoftheelca.org](http://womenoftheelca.org).

**Envíe el formulario con su cheque a:**  
**Mujeres de la IELA, ELCA Gift Processing Center, PO Box 1809, Merrifield, VA 22116-8009.**

<b>DATE/FECHA</b>	<b>DATE/FECHA</b>
<b>CONGREGATION/CONGREGACIÓN</b>	<b>CONGREGATION NUMBER/NÚMERO DE CONGREGACIÓN</b>
<b>CONGREGATION CITY &amp; STATE/ CIUDAD Y ESTADO</b>	<b>ZIPCODE/CÓDIGO POSTAL</b>
<b>UNIT TREASURER NAME/NOMBRE DE LA TESORERA DE SU UNIDAD</b>	<b>PHONE/TELÉFONO</b>
<b>ADDRESS/DIRECCIÓN</b>	<b>EMAIL/CORREO ELECTRÓNICO</b>
<b>CITY AND STATE/CIUDAD Y ESTADO</b>	<b>ZIP/CÓDIGO POSTAL</b>

DESCRIPTION/DESCRIPCIÓN	AMOUNT/CANTIDAD
<b>THANKOFFERING (OFRENDAS DE GRACIAS)</b>	\$
<b>DESIGNATED GIFTS &amp; SPECIAL OFFERINGS/ OFRENDAS DESIGNADAS O OFRENDAS ESPECIALES</b> <small>(PLEASE SPECIFY- FAVOR DE ESPECIFICAR)</small>	\$
	\$
	\$
	\$
<b>TOTAL</b>	<b>\$</b>



**Offering Form B**  
**Formulario de Ofrendas B**

For use by  
 CONGREGATIONAL UNITS  
 For offerings to CHURCHWIDE

Para usar por las  
 UNIDADES CONGREGACIONALES  
 para las ofrendas a  
 TODA LA IGLESIA

Use el formulario B para las Ofrendas de Gracias, el Fondo de Katie, ofrendas designadas, y otras donaciones específicas, 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 [womenoftheelca.org](http://womenoftheelca.org).

**Envíe el formulario con su cheque a:**  
**Mujeres de la IELA, ELCA Gift Processing Center, PO Box 1809, Merrifield, VA 22116-8009.**

<b>DATE/FECHA</b>	<b>DATE/FECHA</b>
<b>CONGREGATION/CONGREGACIÓN</b>	<b>CONGREGATION NUMBER/NÚMERO DE CONGREGACIÓN</b>
<b>CONGREGATION CITY &amp; STATE/ CIUDAD Y ESTADO</b>	<b>ZIPCODE/CÓDIGO POSTAL</b>
<b>UNIT TREASURER NAME/NOMBRE DE LA TESORERA DE SU UNIDAD</b>	<b>PHONE/TELÉFONO</b>
<b>ADDRESS/DIRECCIÓN</b>	<b>EMAIL/CORREO ELECTRÓNICO</b>
<b>CITY AND STATE/CIUDAD Y ESTADO</b>	<b>ZIP/CÓDIGO POSTAL</b>

DESCRIPTION/DESCRIPCIÓN	AMOUNT/CANTIDAD
<b>THANKOFFERING (OFRENDAS DE GRACIAS)</b>	\$
<b>DESIGNATED GIFTS &amp; SPECIAL OFFERINGS/ OFRENDAS DESIGNADAS Y OFRENDAS ESPECIALES</b> <small>(PLEASE SPECIFY- FAVOR DE ESPECIFICAR)</small>	\$
	\$
	\$
	\$
<b>TOTAL</b>	<b>\$</b>