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.

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Sample Forms

Form A
Form B

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.
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.
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.
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.
Special Gifts and Offerings are given in support of other programs or activities of Women of the ELCA that are consistent with our mission and purpose.

- **How they work:** Some examples of programs supported by Special Gifts and Offerings would be Triennial Convention Support, Support for Youth Gathering Efforts, and other activities connected with churchwide events.

- **How to handle them:** Make out your unit's 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 (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 Special Gift or Offering 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.
**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 the churchwide women's organization.

- **How to handle them:** Make out your unit's 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 (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 Where Needed Most 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.
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.
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](http://smile.amazon.com), not [amazon.com](http://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.
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 Women’s Organization. See chart below for amounts.

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

*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.

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

For more information, please call 1-800-638-3522, ext. 2730.
<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>THANKOFFERING</td>
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<tr>
<td>WELCA WHERE NEEDED MOST</td>
<td>$250</td>
</tr>
<tr>
<td>Katie's Fund</td>
<td>$150</td>
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<tr>
<td>ELCA World Hunger</td>
<td>$175</td>
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<tr>
<td>ELCA World Hunger</td>
<td>$175</td>
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<tr>
<td>DESIGNATED GIFTS &amp; SPECIAL OFFERINGS (PLEASE SPECIFY)</td>
<td>$1,825.00</td>
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</tbody>
</table>

**TOTAL** $1,825.00

**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, KATIE’S FUND, SPECIAL GIFTS

Women of the ELCA, ELCA World Hunger, Women of the ELCA, 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 World Hunger Processing Center, PO Box 1809, Merrifield, VA 22116-8009.

Note: Your church secretary will have your congregation number and region/synod code.
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 Women’s Organization. Use this line if you are handling the offering from a cluster or conference event. It is recommended that at least 50% of any cluster or conference offering be sent to the Synodical Treasurer.

<table>
<thead>
<tr>
<th>CONGREGATION NUMBER</th>
<th>CONGREGATION CITY/STATE</th>
<th>CONFERENCE OR CLUSTER NAME</th>
<th>UNIT TREASURER NAME</th>
<th>PHONE NUMBER</th>
<th>ADDRESS</th>
<th>EMAIL</th>
<th>DATE</th>
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<tr>
<th>REGULAR OFFERING</th>
<th>AMOUNT</th>
<th>CONFERENCE OR CLUSTER OFFERING</th>
<th>AMOUNT</th>
<th>SWO CONVENTION OFFERING</th>
<th>AMOUNT</th>
<th>TOTAL</th>
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For more information, please call 1-800-638-3522, ext. 2730.
<table>
<thead>
<tr>
<th>DESCRIPTION/DESCRIPCIÓN</th>
<th>AMOUNT/CANTIDAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGULAR OFFERING*</td>
<td>$100.00</td>
</tr>
<tr>
<td>conference or cluster offering*</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

I-800-638-3522 ext. 2730.

Para más información, por favor llame al 1-800-638-3522 ext. 2730.

USE EL FORMULARIO A PARÁ MANDAR LAS OFRENDAS REGULARES Y OFRENDS DE GRUPO.

Tesorera sinodal.

Use el formulario A para mandar las Ofrendas Regulares, y Ofrendas de Conferencia o Grupo.

Para usar por las Unidades Congregacionales.

Para usar por las Unidades Congregacionales.

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

For use by CONGREGATIONAL UNITS for offerings to CHURCHWIDE

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
<th>CITY/STATE</th>
<th>ZIP</th>
<th>EMAIL</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>THANKOFFERING</td>
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<tr>
<td>DESIGNATED GIFTS &amp; SPECIAL OFFERINGS (PLEASE SPECIFY)</td>
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<tr>
<td>TOTAL</td>
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</table>

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

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.

Form updated 5/2017
Use the Offering Form B for the annual Offering of Thanks, the Fund of Kai, designated gifts, and other special offerings, as well as donations to other ELCA ministries.

Hética el cheque a nombre de “Mujeres de la IELA.” Para más información, por favor llame al 1-800-638-3522, ext. 2730, o vísites 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.

Date/Fecha

THE THANKOFFERING (OFRENDAS DE GRACIAS)

Description/Descripción

Amount/Cantidad

TOTAL

TOTAL

City and State/Ciudad y Estado

State/Ciudad y Estado

Zip/Postal Code/Código Postal

Contact Name/Nombre de Contacto

Date/Fecha

OFFERING FORM B

CONGREGATIONAL UNITS

FOR USE BY CONGREGATIONAL UNITS FOR OFFERINGS TO CHURCHWIDE
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 ELCA Constituent Care at 773-380-2700 and pressing Zero to reach the operator.

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 ELCA Constituent Care at 773-380-2700 and pressing Zero to reach the operator.

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!