

2019 Southern Ohio Synod Congregational Remittance Form Instructions

ENCLOSED

Enclosed is a remittance form for your congregation's use. It is divided into five sections.

1. First Tier Giving—Mission Support
2. Second Tier Giving—Synod Ministries
3. Second Tier Giving—ELCA Ministries
4. Second Tier Giving—Affiliates
5. Summary

***If you are using any old forms, please dispose of them and begin using the
2019 Congregational Remittance Form.***

MISSION SUPPORT

First tier giving is Mission Support, which is shared with the ELCA and, in turn, is shared, in part, with congregations and synods through direct grants. Mission Support is undesignated giving in support of all synodical and churchwide ministries as approved by the assemblies and councils. These monies are used in support of the mission and ministry plans of both entities. The Southern Ohio Synod currently gives 40% of our Mission Support to the ELCA.

SYNOD MINISTRIES

This is second tier giving and is designated for specific ministries in the Southern Ohio Synod Mission Territory. There are two categories listed because these are the most frequently used categories on past forms. Use the blank lines to add the specific SOS ministry your congregation wishes to support as applicable.

ELCA MINISTRIES AND AFFILIATES

The second tier sections for the ELCA and Affiliates encompasses all monies, which are considered to be pass through donations. Donations are made to specific ELCA ministries or to ELCA partners and affiliates. These monies are not shared with the synod. The synod office simply writes a check to those ministries and passes along your donation, along with a donor report indicating who donated and the amount of the donation. No part of your designated money is kept in the synod. Again, the ministries listed are those most often used on past forms. Please add other designated ministries on the blank lines as applicable.

PLEASE COMPLETE APPLICABLE SECTION FOR YOUR DONATIONS

When submitting your monthly giving, please indicate in the appropriate section of the form how the money from your donation is to be directed. If no designation is given, we will direct your donation to Mission Support.

IMPORTANT INFORMATION TO INCLUDE ON ALL REMITTANCE FORMS

When submitting your donations, please make sure the DATE, **CONGREGATION #** and CONGREGATION NAME are filled in. Please provide the Treasurer's name, phone number and/or email on the form as well, so our accountant, Joy Hacker, can contact him/her should there be a discrepancy or question concerning your giving.

WRITING AND SENDING CHECKS

**Please make all checks out to Southern Ohio Synod.
We cannot deposit checks written to any other entity.**

Also, all checks should be mailed to our lockbox for proper processing. Our lockbox address is:

**Southern Ohio Synod
P.O. Box 634261
Cincinnati, OH 45263-4261**

ADDITIONAL BLANK FORMS

Additional blank forms may be downloaded from the Southern Ohio Synod website at www.southernohiosynod.org. Select 'Treasurer & Financial Secretary Resources' from the 'Congregations' tab at the top of the home page.

If you are using any old forms, please dispose of them and begin using the 2019 Congregational Remittance Form.

QUESTIONS?

Questions concerning how to complete the forms or about Mission Support/donations in general may be directed to Joy Hacker at sos.jhacker@gmail.com. You may also contact Susan Barton-Nonno at 614.464.3532 or sbarton-nonno@southernohiosynod.org with general questions.