2020 Southern Ohio Synod Congregation 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 (Formerly referred to as benevolence)
2. Second Tier Giving—Synod Ministries
3. Second Tier Giving—ELCA Ministries
4. Second Tier Giving—ELCA Affiliates
5. Summary

If you are using any old forms, please dispose of them and begin using the 2020 Congregation 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 synod 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 four 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.

Please note: We are no longer accepting donations for the following ministries/programs. Any money sent for the following will be returned.

1. Tanzania: Red Eyed Women or any other specialized ministry in this country
2. Kazhakstan: Abandoned Infant Ministry or other specialized ministry in this country
3. Non-ELCA Lutheran organizations

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 note: We are no longer accepting donations for the following ministries/programs. Any money sent for the following will be returned.

1. Tanzania: Red Eyed Women or any other specialized ministry in this country
2. Kazhakstan: Abandoned Infant Ministry or other specialized ministry in this country
3. Non-ELCA Lutheran organizations

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. We have multiple congregations in our synod with the same name. Without the congregation number, we may apply the donation to another congregation.

Please provide the Treasurer's name, phone number and/or email on the form as well, so our accountant, Joy Hacker, can contact them 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 **NEW** lockbox address is:

Southern Ohio Synod
P.O. Box 0604
Lewis Center, OH 43035

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.

PLEASE DISPOSE OF ALL OLD REMITTANCE FORMS.

PLEASE USE THE ENCLOSED 2020 REMITTANCE FORMS FOR ALL MISSION SUPPORT CONTRIBUTIONS TO THE SYNOD. Our new P.O. Box address for mission support donations is printed on the 2020 Congregation Remittance Forms.

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, EXT 5 or sbarton-nonno@southernohiosynod.org with general questions.