



LCEF Advocate Position Description

What is an LCEF Advocate?

An “Advocate” is a self-starter, possesses good communication skills, and would feel comfortable inviting your congregational boards to participate in LCEF programs, grants and contests. An Advocate will NOT solicit investments, will not provide investment advice, will not sell anything, and will not solicit loans.

The Advocate will be the **public relations** connection between your church and your district LCEF staff. This individual will, as an Advocate, grow in their understanding of the mission and ministry of LCEF in efforts to support YOUR church or school in fulfilling its mission of sharing the Gospel of Jesus Christ.

Your prayerful consideration of this position in service to our Lord is greatly appreciated. This position is a vital link between the LCEF ministry and your LCMS congregation/school. LCEF has been blessed with resources and exists to serve LCMS churches and schools in order to help expand God’s kingdom.



Lutheran Church Extension Fund

> where investments build ministry

lcefuppermidwest.org

lcef.org

LCEF ADVOCATE

The Advocate will help increase the Lutheran Church Extension Fund's visibility and awareness in your LCMS congregation as well as insure that your church/school is aware of how LCEF can support them. The Advocate is the vital *connection between your church and your local LCEF* personnel. Responsibilities will require approximately one hour/month and include the following qualifications:

Qualifications:

- Advocates will need to have access to a computer and be able to operate comfortably with Email.
- Having access to a color printer is a preference but not required; we are able to print in color for you.
- Nearly 95% of the LCEF District communication will be passed to the Advocate through email. Some skills in Word and PDF files is beneficial.
- Be comfortable opening PDF files and knowing how to print them
- Have a very good understanding of how your congregation operates, and those people who hold various offices in your church.

Monthly Duties (approximately one hour per month):

- Receive and review the LCEF monthly District eNews. Please add Maria.Hendrickson@lcef.org and Kurt.Fuhr@lcef.org to your contact list so we are not tossed into your spam folder.
- Print a few copies of the LCEF eNews.
- Post one copy (front and back) of the LCEF District Newsletter on a church bulletin board.
- Share at least one copy with your church/school leadership.
- Set the remaining copies in a pre-determined location making them available to church members.
- Be familiar with the LCEF websites and know how to navigate them: www.lcef.org and www.lcefuppermidwest.org. Engage in our Facebook page at www.Facebook.com/LCEFuppermidwest
- When applicable, raise your congregation/school's awareness of LCEF investments, grants, and contests that may benefit your members, youth groups, church committees, or your congregation as a whole.

LCEF Advocate:

- May on occasion be asked to assist with the following:
 - Alert the church council or specific board chairman of any new loan offerings, new investment vehicles, and Ministry Support programs being offered by LCEF that would benefit your congregation/school. *For example*, our new Young Investor – (Y.I.) Club offers young investors a premium rate (3.5% Jan. 2016) on a \$25 investment. Find details & current rates at lcef.org.
 - Approximately once a quarter, post an LCEF piece (such as the quarterly magazine and/or bulletin inserts & an LCEF poster) in a visible location for members and leadership.
 - Develop a working relationship with your LCEF Area Representative, the district LCEF Director of Communication and Marketing, and the district LCEF Administrative Asst.
 - Contact Director of Communication & Marketing, Maria.Hendrickson@lcef.org or call toll free 877-371-5233 for your Area Rep contact.
 - Admin. Asst. Dick.Swedean@lcef.org or call 952-223-2162
 - Attend an LCEF Advocates Appreciation & Training luncheon or dinner as offered in the district (at least annually.)
- Refer interested members or church boards to your LCEF District VP Kurt.Fuhr@lcef.org or call 952-223-2163 for loans; investments and volunteer support to your LCEF District Director of Communication & Marketing Maria.Hendrickson@lcef.org or toll free 877-371-5233 as needed.