Frequently Asked Questions
about congregational finances as they relate to the Saint Paul Area Synod and the ELCA

Whom do I contact if I have questions about sending money to the Saint Paul Area Synod or the ELCA?
Email Greg Triplett at greg.triplett@spas-elca.org or call him at 651.224.4313.

What address do I use when sending money to the offices of the Saint Paul Area Synod?
Send checks along with a remittance form to Saint Paul Area Synod, P.O. Box 64689, St. Paul, MN 55164-0689.

Is there a remittance form available online?
A generic remittance form is available under Forms and Reports. If you would like your individual congregational remittance
form, with congregation number, name, and address sent to you either online or mailed, contact Greg Triplett.

What are the responsibilities of the congregational treasurer and the bookkeeper?
The website of the ELCA Office of the Treasurer provides information for treasurers and bookkeepers relating to
responsibilities, accounting systems, fund recording, payroll tax obligation, and audits.

Where do I find ELCA codes for contributions to be sent through the Saint Paul Area Synod to the ELCA? (Examples of
these designated contributions would be World Hunger, Disaster Response, Missionary Support, etc.)
The code listing is available through the ELCA Office of the Treasurer. These codes can be sorted by code or by name and
printed from the website. When sending money to the synod, it is helpful to include a code and a description.

Resources for Congregational Treasurers
Evangelical Lutheran Church in America
Office of the Treasurer
1.800.638.3522
www.elca.org/treasurer

Evangelical Lutheran Church in America
General Counsel’s Office (in Office of the Secretary)
1.800.638.3522
www.elca.org
For legal questions or for questions concerning your congregation’s IRS recognition as a 501(c)(3) organization under the
umbrella of the ELCA, contact Lorraine Shields, legal assistant at 773.380-.2401.

Portico Benefit Services
Evangelical Lutheran Church in America
800.352.2876
www.porticobenefits.org
For questions regarding clergy/staff health and pension benefit packages. Be sure you have a conversation with a customer
service representative before finalizing numbers in a salary package for employees.

Christian Ministry Resources
1.800.222.1840
www.churchlawtoday.com
Offers resources for treasurers and planning tools. One particularly helpful book is Church and Clergy Tax Guide-2006 Edition
(updated each year) which gives answers to many tax questions and also gives example situations that present questions.