

## **Gift Policy**

### **Chapel in the Pines Presbyterian Church**

Chapel in the Pines Presbyterian church, Chapel Hill, NC, serving Northern Chatham County (hereinafter referred to as the “church”), a not-for-profit entity organized under the laws of the State of North Carolina and recognized by the IRS as tax exempt organization, encourages the solicitation and acceptance of gifts to the church for purposes that will help the church fulfill its mission.

#### **Purpose of this Policy**

The purpose of this policy is to set guidelines for how gifts to the church will be accepted, recognized and their disposition. This policy is also intended to guide prospective donors and their advisors when considering a gift to the church. This policy is not intended for the annual Stewardship Campaign because its purpose is to raise cash for the operating budget of the church, not collect tangible items or items that may be difficult to turn into cash. Rather the purpose is for non-stewardship efforts.

#### **Policy Statement**

It is the policy of the church to:

- Solicit and encourage gifts from individuals, members and non-members, and foundations to secure the future growth, vision and mission of the church;
- Review and accept gifts that further the mission or vision of the church;
- Decline gifts that are inconsistent with the mission or vision of the church or the disposition of which would impose hardship on the church;
- Honor the wishes of the donor to the greatest degree practical in the disposition of the gift;
- Recognize the donor’s generosity in a dignified and appropriate manner consistent with the donor’s wishes.

#### **Administration of the Policy**

The Finance Committee will administer this policy. It shall:

- Seek the advice of legal counsel in matters relating to the acceptance and disposition of gifts when appropriate;
- Consult with other committees of the church as appropriate;
- Adhere to IRS guidelines for charitable giving.

#### **Types of Gifts**

The church encourages charitable giving of the following types:

- Cash
- Publicly-traded Securities
- Savings Bonds
- Valuable Art
- Valuable Jewelry
- Valuable Antiques

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- Tangible Personal Property
- Gold or other valuable bullion
- Closely-held Securities
- Real Estate
- Remainder Interests in Property
- Oil, Gas, and Mineral Interests
- Life Insurance
- Retirement Plan Beneficiary Designations
- Legacy Gifts
- Other Valuable Assets

### Acceptance of Gifts

The church will accept gifts if consistent with the church's stated mission, purposes, policies and priorities. The church will not accept gifts that are too restrictive. Gifts that are too restrictive are those that violate the terms of the corporate charter, gifts that are too difficult or costly to administer or value, or gifts that are for purposes outside the scope of the mission or vision of the church.

All unrestrictive cash and publicly-traded securities will be accepted without review. All other unrestrictive gifts and all restrictive gifts will be reviewed by the Finance Committee prior to acceptance. This review is particularly pertinent to gifts of property. Gifts of property may require that significant costs be incurred by the church to be made usable (or even to be sellable) and that cost may outweigh the financial value of the gift. The church apologizes in advance if gifts must be declined for these reasons.

### Definitions

- **Cash** – This includes cash, checks, money orders, electronic funds transfer, bank drafts or credit/debit cards.
- **Legacy Gifts** – These are gifts made to the church through wills, estates, and trusts.
- **Large Gifts** – These are one-time gifts in excess of \$10,000.
- **Extraordinary Gifts** – These are gifts valued in excess of \$50,000.
- **Restricted Gifts** – These are gifts that are designated by the giver to be used for a specific purpose/project. These funds can only be used for the specified purpose. Such gifts may be declined if in conflict with the purpose and mission of the church.
- **Unrestricted Gifts** – These are gifts that are not designated by the giver to be used for a specific purpose.
- **Stewardship Gifts** – These are undesignated funds that are used to support the Annual Operating Budget.
- **Capital Campaign Gifts**—These are pledges (typically for three years) to pay down the mortgage or to build additions to the church campus.
- **Pending Designated Fund** – A reserve account separate from other funds until the Finance Committee and Session determines how the funds should be allocated

### Research

The Finance Committee shall determine the following through discussion with the donor or the donor's surviving family, or by examining the document transferring the gift to the church:

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1. Is the proposed gift consistent with the church's purpose, mission or vision?
2. Can the gift be accepted without undue hardship?
3. Does the gift come with the necessary documentation?
4. Was the donor's intent that the gift be anonymous or recognized? The Finance Committee will assume that the donor's intent was for the gift to be anonymous unless specifically designated by the donor.
5. Was the donor's intent that the funds be restricted or unrestricted?
6. What are the conditions, if any, for use of the gift?
7. Is there a clear desire for a specific form of recognition (plaque, naming a project after donor, honoring a loved one or significant person in their life, etc.)?

### **Disposition of Gifts**

If the donor has specified the disposition of the gift, the church shall adhere to the wishes of the donor to the greatest degree practical. Otherwise, the Finance Committee shall follow these guidelines:

1. Gifts of negotiable instruments shall be sold or otherwise converted to cash within three months or as soon thereafter as is practical.
2. Gifts of real property shall be sold or reserved for church use as the Finance Committee shall recommend to the Session.
3. Other non-Cash gifts should be reviewed for their practical use in the mission of the church. If they cannot be put to practical use, they should be liquidated as soon as reasonably possible. Once a non-Cash gift is liquidated, the cash will be transferred to the specific fund.

### **Recognition of Gifts**

Gifts to the church will be recognized as follows:

1. All gifts will be recognized by providing the donor some form of written recognition of the gift, unless the donor requests otherwise. For cash, it will be an itemized statement of all cash contributions attributable to the donor. These statements will be provided no less than annually by the church's accountant to everyone who made a cash gift (whether for the annual Stewardship Campaign, as is done already, or special campaign). For all other gifts, it will be a letter signed by the chair of the Finance Committee, providing a description, but not the value, of the gift. If the donor is deceased and has remaining family, the letter should be addressed to a representative of the family with a copy filed in the church archives. If there is no remaining family, the letter should be filed in the church archives.
2. The Treasurer shall report all gift totals to the church no less than annually. For cash, this will be in the form of showing total cash received for unrestricted as well as restricted funds by designated category. For non-cash gifts, the report will provide a description of the gift and the donor(s) name will only be provided on the report if the donor has specifically requested that their name be recognized publicly.
3. For Large Gifts to a capital or special campaign, the name of the donor and date of donation may be recognized via a discreet brass plate approved specifically for the campaign. The amount of the individual gifts should not be indicated.
4. If the gift is used to fund 75% or more of a building project (i.e., classroom, Fellowship Hall, offices), a wall plaque shall be considered to name that project after the donor, providing the donor does not wish to remain anonymous.
5. For Extraordinary Gifts, the Finance Committee may recommend to the Session additional appropriate recognition.