

CONGREGATIONAL GIFT POLICY WORKSHEET (06/15/17)

Congregational information

1. Complete name : St. Matthew's Evangelical Lutheran Church _____
2. Street Address _____
3. City _____ State ____ Zip _____
4. Tax ID # _____

Purpose

To provide a written process to all constituents of our congregation that outlines what types of property are acceptable as gifts and how decisions are made for its use.

Every congregation should have a Gift Policy, regardless of budget size, membership, or worship attendance. An established and publicized policy fosters gifts, as it answers 2 core questions:

1. How can I provide a gift to the congregation?
2. How will the congregation use my gift?

Elements of a Gift Policy

1. Gift Acceptance
 - a. Defines *who* will decide if gift is *accepted*
 - b. Defines *what* gifts will be *considered*
2. Gift Use
 - a. Defines *who* will decide how gifts are used
 - b. Outlines process and guidelines to determine *how* gifts are used
3. Ways to Make a Gift
 - a. Cash or check
 - b. Asset Transfer
 - c. Beneficiary Designation
 - d. Deferred Gifts

Note: For clarification if necessary, this policy may be applied solely to gifts above and beyond regular pledges or plate offerings.

Gift Policy

1. **When your congregation receives an estate gift or outright gift, who do you want to determine if the gift will be accepted?**
 - a. Pastor
 - b. Church Council
 - c. Finance Committee
 - d. Stewardship Committee
 - e. Endowment Committee
 - f. Gift Committee
 - i. If so, who would be on the committee?
 1. Pastor
 2. President of Council

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- 3. Finance Chair
 - 4. Stewardship Chair
 - 5. Endowment Chair
 - 6. Other _____
 - 7. Other _____
 - 8. Other _____
- g. Other _____

2. What types of gifts are you willing to consider?

- a. Cash
- b. Securities
 - i. Publicly traded securities
 - 1. Stocks
 - 2. Bonds
 - 3. Mutual funds
 - 4. Options/Warrants
 - 5. Other marketable securities traded on public exchanges
 - ii. Non-publicly traded securities
 - 1. REITs
 - 2. MLPs
 - 3. Closely held business interests
 - a. Partnerships
 - b. Limited Liability Corporations
 - c. S-Corp shares
 - d. C-Corp shares
 - e. Options/Warrants
- c. Life Insurance - Permanent Type with Cash Value
- d. Real Property
 - i. Residential
 - ii. Commercial
 - iii. Life Estate
- e. Tangible Personal Property
 - i. Vehicles
 - ii. Jewelry
 - iii. Books
 - iv. Art
 - v. Collections
- f. Other Property
 - i. Mineral Rights
 - ii. Royalties
 - iii. Notes/Mortgages
 - iv. Copyrights
 - v. Patents
 - vi. Trademarks
 - vii. Oil and Gas interests
 - viii. Bargain Sales: Congregation purchases an asset for less than fair market value

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3. If your congregation decided to decline the gift, how will you inform the donor?

- i. Written notice, via US Mail
- ii. Written notice, via email
- iii. Verbal notice
- b. By whom:
 - i. Church Council Chair
 - ii. Finance Committee Chair
 - iii. Stewardship Committee Chair
 - iv. Endowment Committee Chair
 - v. Gift Committee Chair
 - vi. Pastor

4. If the gift is unrestricted, who do you want to determine how it's used?

- a. Pastor
- b. Church Council
- c. Finance Committee
- d. Stewardship Committee
- e. Endowment Committee
- f. Gift Committee
 - i. If so, who would be on the committee?
 - 1. Pastor
 - 2. President of Council
 - 3. Finance Chair
 - 4. Stewardship Chair
 - 5. Endowment Chair
 - 6. Other _____
 - 7. Other _____
 - 8. Other _____
- g. Other _____

5. If the gift is unrestricted, do you want to require an automatic 10% tithe distribution?

- a. No
- b. Yes
 - i. ELCA Synod
 - 1. Any amount of distribution
 - 2. Specific portion: 100 % of distribution
 - ii. ELCA Churchwide Organization
 - 1. Any amount of distribution
 - 2. Specific portion: _____ % of distribution
 - iii. Any ELCA-related Organization
 - 1. Any amount of distribution
 - 2. Specific portion: _____ % of distribution
 - iv. Any Charitable Organization
 - 1. Any amount of distribution
 - 2. Specific portion: _____ % of distribution

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6. If the gift is unrestricted, do you want to require an automatic contribution to the congregation's endowment fund?

- a. No
- b. Yes: _____% general

7. If the gift is unrestricted, do you want to limit the overall use of the gift?

- a. No
- b. Yes
 - i. Up to _____% can be used for our congregation
 - ii. Up to _____% can be used for ELCA Churchwide ministries
 - iii. Up to _____% can be used for other ELCA related charities
 - iv. Up to _____% can be used for other non-ELCA related charities
 - v. Up to _____% can be used for other _____
 - vi. Up to _____% can be used for other _____

8. If the gift is unrestricted, do you want to limit the type of use within your congregation?

- a. No
- b. Yes
 - i. Up to _____% can be used for operating budget
 - ii. Up to _____% can be used for debt reduction
 - iii. Up to _____% can be used for buildings/maintenance
 - iv. Up to _____% can be used for office equipment/furniture
 - v. Up to _____% can be used for cemetery maintenance
 - vi. Up to _____% can be used for youth programs
 - vii. Up to _____% can be used for music programs
 - viii. Up to _____% can be used for Pastor's discretionary fund
 - ix. Up to _____% can be used for other _____
 - x. Up to _____% can be used for other _____

9. If the gift is restricted, but the funds are unable to be used due to lack of program or need for which it was intended, do you want it to become unrestricted? Memorial gifts--

- a. No
- b. Yes - after ___ months

10. How often do you want your congregation to review your Gift Policy?

- a. Every year
- b. Every 2 years
- c. Every ___ years