

LCP-9 Plymouth Congregational United Church of Christ

Gift Acceptance Policy

February 14, 2017

Change History

| Date | Change | Made by |
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A. Purpose:

This Leadership Council Policy is to provide guidance for acceptance and management of gifts at Plymouth UCC. The goal of the Policy is to promote effective and efficient receipt and stewardship of gifts to the church in a manner consistent with our Christian faith and the mission of our church, and with the desires and goals of the donor.

B. Background:

Gifts are made to the church in the following principal ways:

- Annual giving (pledges and loose offerings) in support of the annual budget.
- Planned Giving gifts typically are designated for long-term support of Plymouth UCC. Planned Giving gifts include:
 - 1) bequests in wills, trusts, charitable gift annuities, or assignment of life insurance, which will be available to the church in the future, and
 - 2) one-time gifts of cash, stocks, bonds, property, art, patents, or other assets, which are immediately realized (available) to the church when the gift is made.
- Special offerings typically for once-a-year appeals for a special cause, often denomination sponsored, such as Neighbors in Need, One Great Hour of Sharing.
- Capital giving for one-time purpose of specifically identified capital improvement or new programs.
- Memorial giving of cash gifts made in memory of a family member or friend upon their death or other special occasions.
- Special one-time gifts including gifts made by arrangement with the donor and Senior Minister.

Acceptance and routing of gifts to the appropriate administrative group and accounts is overseen by the Senior Minister and staff, the Planned Giving Committee (for endowed and planned gifts), and other appropriate Plymouth UCC stakeholders involved in receiving and administering gifts, for example a Capital Campaign committee (for gifts received during a capital campaign).

C. Acceptance of gifts other than Annual Giving Gifts:

Donors wishing to provide a gift other than pledges or loose offerings to Plymouth UCC typically contact the Senior Minister or the Chair of the Planned Giving Committee, depending upon the nature of the gift, to inform them of their desire. For example, donors wishing to make a Planned Giving gift will contact the Chair of the Planned Giving Committee to discuss the potential gift. Donors wishing to make a special One-time gift or unique Memorial gift will contact the Senior Minister to discuss the potential gift. Gifts of property and cash gifts with unusual restrictions on their usage will be evaluated by the Senior Minister or Chair of the Planned Giving Committee to determine first if the gift is appropriate and should be accepted, pending approval by the Leadership Council.

Plymouth UCC does reserve the right to graciously decline the acceptance of a particular gift due to its appropriateness, to restrictions placed upon the gift in light of the Mission Statement of our church, or to potential financial or legal liability to the church.

Potential reasons for declining gifts are outlined in the Gift Policy of the UCC Cornerstone Fund. For example, gifts of real property may need to be investigated by the Board of Trustees to determine if it has structural, environmental (hazardous waste), or legal (liens), etc. associated with it. The costs of repair, maintenance, and sale of real property gifts may pose a major financial burden on the church. Gifts of furniture, art, automobiles, and other property may not be appropriate or relevant. Although the intent of the donor is greatly appreciated, the church may not have a use for such gifts, a place to use or store them, or the expertise, time and talents to dispose of the gifts. For such reasons, the donor should be encouraged, when possible, to dispose of the gift and to donate the resulting funds to the Plymouth UCC.

For Planned Giving gifts that have specific restrictions placed upon them, the Planned Giving and Endowment Fund Policy (Leadership Council Policy 3) provides guidance for stewardship of gifts for which the original intent or purpose of the gift no longer is consistent with the policy or mission of the church (see LCP-3; C.2.).

D. Routing and management of gifts to Plymouth UCC:

The appended flow chart provides guidance to the routing of gifts to the appropriate Plymouth UCC accounts or funds and administrative groups.

1. Annual giving gifts.

Gifts of pledges and loose offerings support the annual budget and are routed to the Operating Expenses account.

The Operating Expense account is administered by the Senior Minister, Treasurer, and staff.

2. Designated gifts with defined routing and management policies.

a. Planned Giving gifts, such as bequests in wills, trusts, and charitable gift annuities, and gifts of cash, stocks, property or other assets that are immediately available to the church, are directed to the Endowment Fund or related funds. Any other gifts designated for the Endowment Fund, whether they are in Memoriam or not, are also routed to the Endowment Fund or related funds set up and approved by Leadership Council to address specific donor requests or church needs.

The Endowment Fund (and related funds, if any) is administered by the Planned Giving Committee under the auspices of the Leadership Council (see LCP 3).

b. Designated gifts to Plymouth UCC also have defined routing and management policies. Gifts may be designated for specific purposes such as for annual operating expenses, Homeless Prevention Initiative, Faith Family Hospitality, special offerings, Neighbors in Need, etc. and are routed to their designated Plymouth UCC accounts. Any other designated gifts, including

Special one-time and Memorial gifts, are routed to the appropriate Plymouth UCC account or fund (see Flow Chart).

The respective accounts are administered by the Senior Minister, Treasurer, Staff, and when appropriate, a committee chair.

3. Non-designated gifts that may or may not be given in Memoriam.

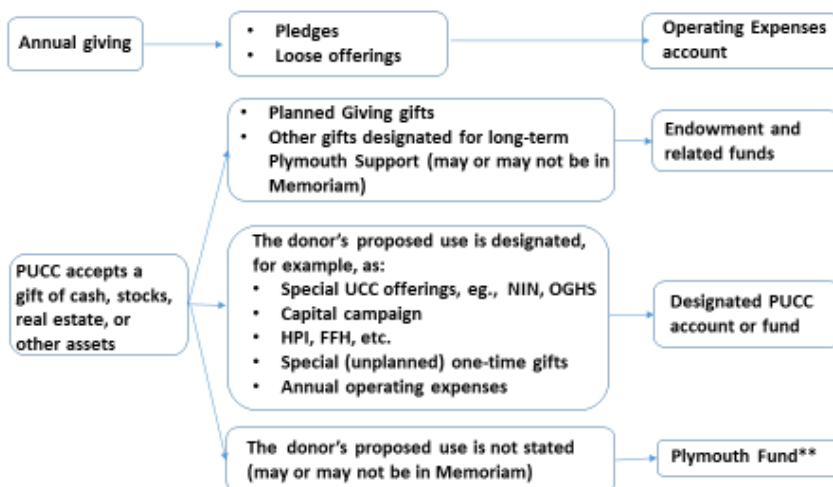
When the donor’s proposed use is not stated, both the gifts given in Memoriam and those not given in Memoriam are routed to the Plymouth Needs and Opportunities Fund (Plymouth Fund, for short). The balance in the Plymouth Fund will be reviewed semiannually (or when appropriate). If the balance exceeds \$2,100, monies will be transferred to the Endowment Fund or related funds to return the Plymouth Fund balance to \$2,000 (or less), following approval by the Leadership Council. The intent is to increase the corpus of the Endowment Fund or related funds.

The Plymouth Fund is managed by the Senior Minister, Treasurer, and staff. The Endowment Fund is managed by the Planned Giving Committee.

E. Gift Acknowledgement:

Plymouth UCC will acknowledge the receipt of gifts in a letter to the donor to document the charitable giving. Outright gifts of cash or property typically generate charitable deductions at the fair market value of the gift. However, donors should be advised to contact their tax professionals for guidance on the deductibility of their gift.

Flow chart for gift acceptance and routing at Plymouth UCC*



*Abbreviations: NIN = Neighbors in Need, HPI = Homeless Prevention Initiative, OGHS = One Great Hour of Sharing, FFH = Faith Family Hospitality. **Plymouth Needs and Opportunities Fund Fund. When the Plymouth Fund exceeds \$2000, the excess funds will be transferred to the Endowment Fund or related fund (see text).