

SAINT MARK'S EPISCOPAL CHURCH GIFT ACCEPTANCE POLICY **(Adopted by the Vestry December 2022)**

To fulfill the mission and benefit the programs of Saint Mark's Episcopal Church (Saint Mark's), the Vestry has established the following policy to guide and direct the acceptance of gifts to this parish.

Purpose

Saint Mark's receives current and planned gifts from individuals and other entities to support its mission and growth. The purpose of this policy is to set forth guidelines to govern the acceptance of gifts and provide guidance to prospective donors and their advisors when making such gifts, including the conditions under which gifts may be accepted and the uses to which the gifts may be put. This policy shall apply to all gifts received for any program or service. This policy further outlines the decision-making authority within the parish for gift acceptance, use and administration.

What Donors May Advise

Donors may advise the Vestry that their gift is either unrestricted or restricted to an approved purpose as described below. At their option donors may also memorialize a loved one through a gift. The final decision to accept any gift always rests with the parish Vestry which may seek the advice of the Finance Committee in making a final determination.

Gifts

Unrestricted gifts are those for which the donor has not designated a specific purpose. All gifts received in response to the parish's annual stewardship campaign are unrestricted. An unrestricted gift may be used for any purpose that furthers the ministry of the parish as determined by the Vestry.

Restricted gifts are those for which the donor has designated a specific, parish-related purpose. In restricting a gift's usage, donors may designate one of the following purposes:

- **Worship** including the funding of sanctuary improvements, Flower Guild and altar guild supplies, communion vessels, all manner of vestments and paraments, etc.
- **Formation** including the funding of the nursery, church school, youth group and adult education.
- **Outreach and Missions** which funds activity to alleviate human suffering and to proclaim the gospel in the parish, the wider community, and the world.
- **Music**, which includes the Special Music Fund, Canterbury Choir and Gary Garber Scholarship Fund, as well as permanent improvements to the church musical instruments (organ, piano, etc.)
- **Trinity Guild** which includes the construction, improvement and maintenance of the parish's buildings and grounds.
- **Memorial Garden**, which funds the improvement and maintenance of the Memorial Garden, the final resting place for ashes of parishioners and their families.
- **Endowment Fund**, which invests for the long term and provides net income from investments for the church's annual operating budget

Memorial gifts to honor or remember a loved one are also welcomed. Such gifts will be pooled with the memorial gifts of others. At least once a year the Vestry will cause to be published within the parish the names of those in whose memory funds have been received that year along with a summary of the uses to which the Memorial funds were put during that year.

Gifts donated to place flowers on the altar for a specific Sunday or as a part of the Easter or Christmas flower collections will be handled and recognized by the usual procedures of the Flower Guild.

Gifts given as part of an approved fundraiser, collection or free will offering will not be subject to this policy but will be used for the stated purpose.

Should gifts be solicited by the parish for a specific project, after the completion of the project, any remaining amount will be transferred to Saint Mark's Operating Fund, or such other purpose as the vestry may designate.

In rare instances where a would-be donor wishes to offer a gift with restrictions altogether different from any of the alternatives described above, the Vestry has the sole and final authority to accept, decline or propose to the donor an alteration in the terms of the proposed gift. When the restrictions associated with a proposed gift do not conform to one of the categories described above, the Vestry's acceptance of the gift requires an affirmative vote by a two-thirds or greater majority of the Vestry.

Costs Associated with Gifts:

When a gift is given which results in a cost for accepting or properly documenting the gift, those costs are generally the responsibility of the donor. This could include a Phase 1 Environmental Assessment in the case of a gift of real estate. If the Phase 1 Environmental Assessment indicates that environmental problems exist, an additional assessment or remediation may be required.

In the case where an appraisal is needed, a credentialed expert must be consulted. Neither the donor nor a representative from Saint Mark's Episcopal Church may serve as an appraiser for the purposes of calculating gift value for non-cash gifts. The cost of the appraiser's services, if any, are the responsibility of the donor.

Saint Mark's Episcopal Church reserves the right to seek an appraisal for organizational purposes. In such circumstances, the cost for said appraisal is the responsibility of Saint Mark's Episcopal Church. Saint Mark's Episcopal Church may choose to share the appraisal with the donor.

The parish Treasurer, in conjunction with the Rector, will develop procedures to implement this policy.