

Trinity Gift Policy

How does one define a gift? It is something freely given. It reflects the principles and values of generosity and blessings and is often used to honor another person. For these reasons, Trinity English Evangelical Lutheran Church recognizes the spirit in which its members and others desire to bring their gifts to the Church.

General Principles

1. Trinity English Evangelical Lutheran Church appreciates the spirit of giving inherent in each donor's prospective gift and thanks each donor for their thoughts and intentions.
2. Experience has taught that potential donors frequently need guidance regarding prospective gifts and donations.
3. Trinity English Evangelical Lutheran Church wishes to work to make all gifts possible, within the strictures of law and tax regulations.
4. Trinity English Evangelical Lutheran Church wishes to make gifts, donations, and other resources available over time for the mission of the Church, while upholding the purposes of the Church.
5. Trinity English Evangelical Lutheran Church wishes to honor the intent of the donor where possible.
6. Trinity English Evangelical Lutheran Church wishes to protect the assets entrusted to it.
7. Any questions regarding this policy should be referred to the Trinity Church Executive Committee or the Church Council.
8. A copy of this policy will be given to the donor as deemed necessary

The following policies are intended to reflect these General Principles noted above:

Monetary Gift Policies

1. Undesignated cash gifts will be accepted and acknowledged through the established accounting procedures of Trinity English Evangelical Lutheran Church. For any gift of cash over \$5000 which is not designated, 50% will be put in the Endowment Fund and 50% in an appropriate designated fund as determined by the Senior Pastor. This is consistent with the Trinity English Evangelical Lutheran Church Constitution, Bylaws and Continuing Resolutions.

2. Designated cash gifts of an operational nature will be accepted upon approval of Trinity Staff and/or Trinity's Executive Council.
3. Receipt of non-cash financial gifts will be the responsibility of the Church Council to review and to approve. Gifts of stock, various securities, insurance products and other items of value must be unencumbered and given outright to Trinity English Evangelical Lutheran Church.
4. Trinity English Evangelical Lutheran Church reserves the right to refuse, or return any financial gift determined to be problematic for Trinity. Once accepted, Trinity English Evangelical Lutheran Church will have total control of the gift.
5. Acknowledgement of any financial donations will be sent to the donor by the Office Administrator in consultation with the Church Staff.

Physical/Material Donations

1. Material gifts such as pictures, desks, library items, music items, etc. should be discussed with Church Staff and/or Church Council members committee liaisons prior to donation to determine need. Trinity generally has a list of suggested items for donations. Trinity English Evangelical Lutheran Church will gracefully decline items not found to be useful. Determination to decline will be made by the Council Executive Committee.
2. Recognition needs to be given to the fact that once a gift outlives its purpose within Trinity, Trinity has the right to pass the gift on or dispose of it as deemed necessary.
3. All gifts of Real Estate must be given with an appropriate title search, environmental evaluation, survey and appraisal. All costs of transferring will be borne by the donor. Gifts of Real estate must also be unencumbered with liens, litigation, or any other potential liability for Trinity English Evangelical Lutheran Church. All restrictions on Real estate must be reflected on the deed. The Church Council will determine the final approval of acceptance or non-acceptance of any Real Estate gift.
4. Real Estate gifts may be liquidated following approval of the Church Council and Congregational approval.
5. All material and physical donations will be acknowledged in a dated letter from the Trinity English Evangelical Lutheran Church Bookkeeper, as appropriate for the type of gift, which will include a description of the gift. There will be no appraisal, acknowledgement of appraisal, or determination of value offered in the acknowledgement process. The donor has sole

responsibility to the Internal Revenue Service for identifying the value of any non-cash gift.

Memorial Fund Gifts

1. Gifts in the Memorial Fund(s) are given in recognition of a person's life or celebration of an event in a person's life.
2. When memorial gifts are received following a death, family members may suggest a specific use for the funds collected. If a specific use is not forthcoming, the memorial money may be put into a designated account for later disbursement or designation.
3. Periodic contact by the Senior Pastor should take place with a designated family member to determine if a decision has been made on where to designate the memorials. If disbursement has not taken place after 2 years, the designated family member will be contacted again by the Senior Pastor to guide them toward a decision on how to utilize the memorial money. Choices can be suggested by Trinity on what to purchase according to Trinity's current needs. If family is unable to come to a decision, Trinity, under the direction of the Church Council may decide on how to disburse the memorial gifts. Family will be notified by the Senior Pastor.
4. If the fund amount is less than the amount needed to cover the cost of the suggested item or ongoing maintenance of a suggested item is projected to be burdensome, the family will be contacted and given the option of covering the additional cost or suggesting another item.
5. Any questions or concerns should be directed to the Trinity Church Council Executive Committee.

Adopted February 2022