



**St. John's Episcopal Church  
Royal Oak, Michigan  
GIFT ACCEPTANCE POLICY**

**WE THANK YOU FOR ALL YOUR GIFTS TO ST. JOHN'S!**

**GIFT ACCEPTANCE POLICY PURPOSE**

Thank you for considering a gift to St. John's Episcopal Church. Your gift will help to sustain the important ministries that make St. John's special. This gift acceptance policy is designed to help the Vestry receive gifts efficiently so your generosity can be effectively put to good use in accordance with the needs of the Church and your wishes in as timely a manner as possible. If you have any question about this policy please direct them to the Rector, Senior Warden, Junior Warden or Stewardship Chair.

**GIFTS TO THE CHURCH**

Unrestricted gifts are preferred and always welcome. Checks to the church are payable to: St. John's Episcopal Church Royal Oak.

If you would like to designate your gift for a specific purpose, memorial or mission, please call the Rector to engage in a discussion on your wishes and gift restrictions. If there is a question about the restriction you wish to place on your gift, we will work with you to determine whether your restriction is one we can implement at this time.

**GIFT TO A DEDICATED FUND**

For restricted and memorial giving, St. Johns has approved four dedicated funds: Worship and Music, Buildings and Grounds, Education, and Outreach. Checks to the Dedicated Funds are payable to: St. John's Episcopal Church Royal Oak. Please write the name of the Dedicated Fund on the memo line.

If you would like to create a new Dedicated Fund, please initiate a conversation by contacting the Rector's office so we can determine whether your intent is one we can carry forward with through time.

**GIFT ACCEPTANCE COMMITTEE**

Except for those gifts that Staff or the Vestry have been given the authority to accept within the guidelines of these policies, all other gifts are to be brought before the Gift Acceptance Committee (hereafter referred to as the "GAC") for review and approval. In addition, staff may request that certain gifts be brought before the GAC for approval.

**St. John's Episcopal Church  
26998 Woodward Avenue | Royal Oak, MI 48067  
Phone: 248 546-1255 | Fax: 248 546-5878 | Website: [www.stjohnro.org](http://www.stjohnro.org)**

The GAC is to be comprised of six (6) members: The Rector, the Senior Warden, Stewardship Committee Chair and Finance Committee Chair all serve ex officio with voting rights and two parishioners (members-at-large) with no term limits annually appointed by the Rector. The Senior Warden serves as Chairman.

## **TYPES OF GIVING**

All gifts of whatever kind to St. John's Episcopal Church, Royal Oak, Michigan (hereafter referred to as the "Church") must be in compliance with current IRS rules and regulations and approved by the GAC in line with the Church's Gift Acceptance Policy by Purpose of Gift. For clarity, St. John's has defined the types of acceptable giving and gift categories as follows:

### **1) Pledges – annual Stewardship campaign**

- a) All gifts to the Church received in satisfaction of an annual pledge commitment are accepted as such.
- b) These gifts may be received by any means acceptable by the GAC and in line with this Gift Acceptance Policy.
- c) Pledges and commitments are statements of intent and may be changed by the donor at any time.
- d) Staff may accept pledge payments of any amount.

### **2) Pledges – Capital Campaign**

- a) All gifts to the Church received in satisfaction of a pledge to a capital campaign commitment are accepted as such.
- b) These gifts may be received by any means acceptable by the GAC and in line with this Gift Acceptance Policy.
- c) Pledges and commitments are statements of intent and may be changed by the donor at any time.
- d) Staff may accept pledge payments of any amount.

### **3) Special Offerings and Tributes**

- a) These are defined as unrestricted gifts of cash usually in honor of someone (friends, family or coworkers) or in recognition of birthdays, anniversaries and special occasions and/or related to a time-sensitive priority of the congregation (i.e. Youth Group Trips).
- b) Gifts of this type are not considered toward commitments made to other types of gifts or pledges.

### **4) Honoring and Memorial Gifts**

- a) These gifts are directed to St. John's Operating Fund, where the gift is used to support special activities of the parish that are above and beyond the reach of our annual budget (such as improvements to the building or funding a staff position). If you wish, you may direct an honoring or memorial gift to one of our dedicated funds instead.
- b) All memorial or honoring Gifts in excess of \$5,000 must be approved by the GAC.
- c) Those honored and remembered may be commemorated with a plaque or other method of Remembrance as appropriate. Acknowledgements of honoring and remembering gifts are sent to family, as requested.

### **5) Planned/Deferred Gifts**

- a) The Church encourages planned and deferred gifts in its favor through any of a variety of vehicles:
  - i) Transfer On Death (TOD) designations listing St. John's as beneficiary on banking, IRA, 401K, life insurance policies, etc.

**St. John's Episcopal Church**  
26998 Woodward Avenue | Royal Oak, MI 48067  
Phone: 248 546-1255 | Fax: 248 546-5878 | Website: [www.stjohnro.org](http://www.stjohnro.org)

- ii) Simple bequests – a gift to St. Johns in a will or trust
  - iii) Charitable remainder trust (provides fixed or variable income to donor. Remaining assets are passed to St. Johns upon termination of trust)
  - iv) Charitable lead trust (provides income to St. John’s for a period of years, with remaining assets passed to an heir or other beneficiary)
  - v) St. Johns is **not** in a position at this time to accept gifts in the form of a Charitable gift annuity (provides donor with a stream of income in exchange for a gift)
- b) The Church (or its agents) shall not act as an executor (personal representative) for a donor's estate. A member of the parish staff serving as personal representative for a member of the parish does so in a personal capacity, and not as an agent of the parish.
  - c) The Church (or agents) shall not act as trustee of a charitable remainder trust.
  - d) When donors are provided planned gift illustrations or form documents, these will be provided free of charge. For any planned-gift-related documents, materials, illustrations, letters, or other correspondence, the following disclaimer will be included:
 

*“We strongly urge that you consult with your attorney, financial and/or tax advisor to review and approve this information provided you without charge or obligation. This information in no way constitutes advice. We will gladly work with your independent advisors to assist in any way.”*
  - e) All information obtained from or about donors/prospects shall be held in the strictest confidence by the Church, the Foundation, their staff and volunteers. The name, amount, or conditions of any gift shall not be published without the express written or oral approval of the donor and/or beneficiary.
  - f) The Church will seek qualified professional counsel in the exploration and execution of all Planned gift agreements. The parish recognizes the right of fair and just remuneration for professional services.
  - g) The GAC reserves the right to decline any gift that does not further the mission or goals of the parish. Also, any gifts that would create an administrative burden or cause the parish to incur excessive expenses may be declined.
  - h) It is the donor's responsibility to establish a value for the gift as required by IRS.

**6) Unrestricted Gifts (not related to a pledge or capital campaign commitment)**

- a) All unrestricted gifts shall be accepted regardless of amount.
- b) Gifts preferably shall be made to "St. John’s Episcopal Church Royal Oak". Any reasonable variation of this name may be accepted.
- c) All unrestricted gifts to the Church are distributed in the following manner:
  - i) A gift in the amount of \$1 up to or equal to \$10,000: 100% to the Church designated by the Vestry to the General Operating Budget
  - ii) A gift greater than \$10,000: First \$10,000 to the Church designated by the Vestry to the Operating Budget. Unrestricted gifts received greater than \$10,000 will need Vestry instructions as to how to allocate funds between the remaining four dedicated funds.

**7) Temporarily Restricted Gifts**

- a) Temporarily restricted gifts are defined as a project for a designated amount of time. For example, we may say we are raising money for a new bathroom or an organ pipe through a specified date (December 31, 2017). After that time, we would theoretically have enough money to purchase it and would use all funds in that temporarily restricted fund for the purchase and would not hold any money in that account after the completion of the project.

- b) All temporarily restricted gifts shall be accepted regardless of amount.
  - i) Gifts preferably shall be made to "St. John's Episcopal Church" with the restriction notated on the check, or an accompanying written notice, etc. Any reasonable variation of this name may be accepted.
- c) Staff may accept gifts restricted for a specified project or by purpose or for a specific time frame if:
  - i) The temporarily restricted or designated account already exists,
  - ii) The Business Administrator has been requested by a Department Head with approval by the Rector to establish the temporarily restricted account,
  - iii) The GAC has requested or approved the temporarily restricted account.
  - iv) The Vestry must approve a gift establishing a new "named" temporarily restricted account or fund.

## 8) Permanently Restricted Gifts

- a) All permanently restricted gifts are to be considered by the GAC. If the donor wishes to place a restriction beyond that of one of the Dedicated Funds the GAC will determine if it is reasonable for St. John's to accept such a gift at that time.
- b) The Vestry and GAC request that any donor wishing to establish a new Dedicated fund first consult with the Vestry and the GAC to make sure the gift plan is in alignment with the mission of the church and that the proposed level of funding is sufficient to achieve the purpose of the donation, with the result that the donor's intent will be honored over time. To initiate an inquiry, contact the Rector, or the Senior Warden
- c) Gifts received from any donor to establish a new fund, including a named Dedicated fund must be at a minimum \$25,000. The Vestry and GAC must approve any new endowment fund agreements.
- d) Restricted Gifts received without a specific dedicated fund allocation request may be accepted by staff and will be distributed by the Vestry in accordance with the unrestricted gift policy noted herein
- e) Donor requests for an endowment not described above will be considered by the GAC

## WAYS TO GIVE

### 1) Cash

- a) The Church accept gifts by cash, check, money order.
- b) Checks and money orders shall be made payable to St. John's Episcopal Church Royal Oak. In no event shall a check or money order be made payable to an individual who represents the Church in any capacity.

### 2) Publicly Traded Securities

- a) The Church accepts readily marketable securities, which are publicly traded.
- b) An unrestricted gift of securities to the Church shall be deposited in the Church's account and liquidated immediately.
- c) A gift of securities to a Dedicated Fund shall be deposited into the appropriate account and liquidated or held based on the fund's Investment Policy Statement.
- d) For gifts of securities to be credited against pledges and for internal accounting purposes only, the bookkeeping value of the gift of securities in payment of a pledge is the average of the high and low prices on the date of the gift.
- e) It is the donor's responsibility to establish a value for the gift as required by IRS.

### **3) Life Insurance Including Whole Life, Variable, and Universal Life Policies**

- a) A gift of life insurance shall be accepted if the Church is named as the 100% owner and beneficiary and the Church does not assume any obligation to pay premiums; provided that if the Church is named as less than a 100% owner, the policy shall be accepted if the Church is named as irrevocable beneficiary of a percentage of the policy proceeds equal to the Church's percentage ownership.
- b) If the life insurance is not fully paid up, the GAC may consider the criteria of accepting the gift and the usefulness of the gift on a case-by-case basis.
- c) It is the donor's responsibility to establish a value for the gift as required by IRS.

***Note:** If the Church is named as a beneficiary, but not as an owner of a life insurance policy, the receipt of cash policy governs the receipt of proceeds.*

### **4) Real and Personal Property**

- a) So that we can properly honor your intent, please consult with St. John's in advance about gift plans that involve real estate or personal property. You can contact the Rector or Parish Administrator to initiate a conversation

### **5) Closely Held Securities and Publicly Held Securities That Are Not Readily Marketable**

- a) Non-publicly traded securities and publicly held securities that are not readily marketable may be accepted if approved by the GAC.
- b) The GAC shall determine the time, effort, cost and estimated proceeds of liquidating the securities and, based upon that determination, decide whether the acceptance of the gift is beneficial to the Church or Dedicated Fund
- c) The GAC may require the donor, at the donor's expense, to provide a qualified appraisal by an independent professional appraiser and must do so if the gift is valued in excess of \$5,000.
- d) The Church (or agents) shall not discuss with the donor any repurchase agreement by the donor, the donor's company or the donor's affiliates, e.g. family members, etc. By doing so it could jeopardize the donor's charitable deduction.
- e) It is the donor's responsibility to establish a value for the gift as required by IRS

### **6) Tangible Personal Property**

- a) All types of tangible personal property (including vehicles) and all gifts valued in excess of \$5,000 shall be referred to the GAC prior to acceptance.
- b) The GAC shall assess the tangible personal property for its value to the Church if used in connection with the Church's exempt purpose and/or determine the time, effort, cost, marketability and estimated proceeds of liquidating the tangible personal property and, based upon those determinations, decide whether the acceptance of the gift is beneficial to the Church.
- c) The GAC may require the donor, at the donor's expense, to provide a qualified appraisal by an independent professional appraiser and must do so if the gift is valued in excess of \$5,000.
- d) It is the donor's responsibility to establish a value for the gift as required by IRS.

### **7) Real Property**

- a) Gifts of real property may be accepted only if approved by both the Standing Committee of the Diocese and the GAC.

- b) The GAC shall determine the time, effort, cost and estimated proceeds of liquidating the real property and, based upon that determination, decide whether the acceptance of the gift is beneficial to the Church.
- c) As a part of the above due diligence process the GAC shall at a minimum gather the information regarding the real property that is currently required by the Standing Committee in connection with their acceptance of real property.
- d) The GAC may require the donor, at the donor's expense, to provide a qualified appraisal performed by an independent professional appraiser and must do so if the gift is valued in excess of \$5,000.
- e) The GAC is strongly advised to have an environmental study, if deemed necessary. The Church or Diocese of Michigan could become liable for environmental liabilities caused by prior owners of the real property upon acceptance of title to the real property.
- f) If after due diligence, the Gift Acceptance Committee would be willing to accept the gift, then the Gift Acceptance Committee must request that the Standing Committee approve the acceptance of the real property.
- g) The real property must be transferred to the *Church via the Diocese of Michigan prior to any formal offer or contract for purchase being made.*
- h) It is the donor's responsibility to establish a value for the gift as required by IRS.

This document may be modified by the Gift Acceptance from time to time with final review and approval by the Rector and Vestry and in compliance with applicable Diocesan policies.