

University Lutheran Church of Hope

Guidelines regarding acceptance of gifts

A. General principles

1. All gifts to University Lutheran Church of Hope (Hope), whether gifts of money or otherwise, are irrevocable. No gift may be returned to a donor unless the Special Gifts Committee, as defined in section F, concludes, after review of the facts of the gift, that the gift was made as a result of a mistake by the donor.
2. All gifts to Hope are assumed to be intended for the congregation's general operating fund and general operating purposes, with the following exceptions:
 - a. If the intention of the donor to benefit a special fund or a special purpose is clearly expressed, the gift is credited to that fund or purpose, subject to the further requirements in these guidelines;
 - b. If the gift is given in memory of a person or in honor of a person, the gift is credited to the Hope Church Trust (Trust), unless the next of kin of the deceased or the person honored clearly expresses a different intention;
 - c. If the gift is received as the result of a bequest, by the operation of a personal trust following the death of a donor or as the result of any other type of "planned gift," the gift is credited to the Trust, unless the operative document clearly expresses a different intention.
3. Any gift that is offered with specific conditions on its use, if accepted, must be used in accordance with the conditions. Any such gift shall be referred to the Commission or committee responsible for that particular aspect of church life. After consultation with the Special Gifts Committee, the decision to accept the gift or not rests with the Commission or committee. The conditions of the gift shall be documented. If no Commission or committee is organized or operating in the appropriate area of church life, the gift offer shall be referred to the Special Gifts Committee. This paragraph does not apply to: gifts of cash or negotiable securities into existing special funds; or, gifts of cash or negotiable securities to the general operating fund for a purpose that is included within the current year's general operating budget.
4. Any gift of property other than cash or negotiable securities must be specifically accepted. Such gifts shall be referred to the Church Administrator for review under these guidelines. If the gift offer includes specific conditions on the use of the property, it shall also be referred to the appropriate Commission or committee, as required in paragraph A.3. In reviewing the proposed gift, the Church Administrator shall consult with the Special Gifts Committee and with the appropriate Commission or committee. The factors that must be reviewed prior to accepting any gift other than cash or negotiable securities include: valuation; marketability (if the gift is to be sold); maintenance and insurance (if the gift is to be used in-kind); and, liabilities that may be related to the gift property. This list of factors is not intended to be comprehensive; the Church Administrator and Special Gifts Committee may include other factors in their review as they deem appropriate.

B. Gifts of negotiable securities

1. All gifts of negotiable securities, whether intended for the general operating budget or for an established special fund or purpose, shall be liquidated by the Church Administrator as promptly as reasonably possible. The mechanism for such liquidation shall be approved by the Board. Any transaction fees attributable to the liquidation shall be paid out of the proceeds of the gift. In the unusual event that the donor specifically requests that the gift not be promptly liquidated or the Church Administrator determines that prompt

liquidation is not in Hope's best interest, the Church Administrator shall consult with the Special Gifts Committee for a decision.

- C. Establishment of special funds
 - 1. Special funds within the general operating budget or within the Trust shall be established only by the Board of Commissioners (Board) and only if the following conditions are satisfied:
 - a. In a Board resolution, the purpose of the special fund must be clearly described and the staff person, Commission or committee responsible for expenditure of the fund must be identified.
- D. Identification of gifts; maintenance of register of gifts
 - 1. It is the policy of the congregation that no item owned by the congregation shall be marked with any nameplate, legend or tag that identifies the donor, with the exception of items which were marked prior to the adoption of this policy. This policy includes both items donated in-kind and items acquired with specially donated funds. This policy does not mean that a donor may not be publicly identified at the time that the gift is accepted and thereafter from time to time as appropriate, but that no item may carry a legend identifying its donor.
 - 2. In order to preserve the history of the congregation, as that history is reflected in items that have been donated, a register shall be kept in which donated items are listed, along with their donors and the conditions of the gift, and other appropriate information. If appropriate, donated items may be discreetly marked with identification numbers or symbols that refer to this register of gifts. The register shall be the responsibility of the Arts and Environment Committee.
- E. Special exceptions
 - 1. Facilities: Gifts for facilities maintenance needs on the list of projects prepared by the Facilities Commission shall be handled in accordance with the Facilities Maintenance Policy, adopted at the meeting of the Board of Commissioners on July 19, 2000.
 - 2. The Board shall have the power to create other exceptions to these guidelines on a case-by-case basis, provided that the specific reasons and condition of the exceptions are documented (e.g. Rummage Sale designations); however, such exceptions are not encouraged.
- F. Special Gifts Committee
 - 1. The Special Gifts Committee shall be a committee of the Board.
 - 2. The purpose of the Special Gifts Committee shall be to advise the Church Administrator, the Board, Commissions and committees regarding the acceptance of gifts that are offered with conditions and gifts of property other than cash or negotiable securities.
 - 3. The members of the Special Gifts Committee shall be: the Chairperson of the Trust Board; one other member of the Trust Board chosen by the Trust Board; the President of the congregation; one other member of the Board, chosen by the Board; a member of the Arts & Environment Committee; and the Lead Pastor. The Church Administrator shall be an ex officio member of the Special Gifts Committee.
 - 4. The Special Gifts Committee shall meet as needed to consider proposed gifts and related matters, at the call of the Special Gifts Committee chairperson, who shall be chosen by the Committee from its membership from time to time.