



TRINITY LUTHERAN CHURCH

Trinity Lutheran Church Constitution dated March 7, 2021

Continuing Resolution C13.08.01A24

Approved by Congregation Council on 05/21/2024

Amendments approved by Congregation Council on 11/19/2024: Sections: Gift Acceptance: 1. Designated Gifts; 4. In-Kind Donations \$250+ and 5. In-Kind Donations under \$250

This Congregation Designated Gift Policy, CR C13.08.01A24, supersedes any previously approved Designated Gift/Funds Continuing Resolution or Policy

Trinity Lutheran Church Congregation Designated Gift Policy

Designated Gift Definition

A designated gift is a gift given that is restricted by the donor for a specific purpose. The purpose of this policy is to address gifts given for a specific purpose versus those given for general operating purposes.

Elements of a Designated Gift Policy

These policies and procedures govern the acceptance of designated gifts by our congregation. Designated gifts must be consistent with the religious and ethical standards of the Trinity Lutheran Church congregation and have the economic potential for achieving their designated purposes. These policies and procedures should ensure that adequate care and consideration is employed in evaluating opportunities, assessing risks, dealing with complexities or issues, and determining if the offered gifts are consistent with the ministry and mission of Trinity Lutheran Church.

Gift Acceptance

Prior to accepting a designated gift, a gift of tangible personal property, or an in-kind donation, the donor will be advised in writing that the donation becomes the property of Trinity upon acceptance and receipt of said donation. The donor will also be advised to contact their tax advisors for any possible IRS requirements for contribution (cash and noncash) deductions.

1. **Designated Gifts.** In accepting a designated gift, the Congregation Council and Finance Ministry Team accept the responsibility to the donor to steward the gift properly. This includes administering the gift, providing the donor with accurate, timely financial information about the gift. The donor will be given assurance that their donation will be handled with respect and confidentiality.

The decision to accept designated gifts under \$1,000 may be made solely by the Finance Ministry. Designated gifts at or above \$1,000 will require both Finance Ministry Team and Congregation Council approval.



TRINITY LUTHERAN CHURCH

2. **Fundraising.** Monies raised during a fundraising event which has been approved by Council and is sponsored by Trinity is considered a designated gift for the purpose or program being sponsored.
3. **Tangible Personal Property.** Gifts of tangible personal property will be considered by Council on a case-by-case basis. The donor shall be required to present documentation of the fair market value as outlined in IRS Publication 561 to Trinity no more than 60 days prior to the property transfer.
4. **In-Kind Donations valued at \$250 or more.** Gifts of in-kind goods or services given by a business or business owner, or a donor willing to pay for such goods or services on behalf of Trinity, will be considered on a case-by-case basis. In-Kind donations will be acknowledged in writing by Trinity, but per Internal Revenue Service (IRS) Guidelines, will not be assigned a value by Trinity. The donor must provide a receipt to substantiate the value of the in-kind donation to be considered a charitable donation.
5. **In-Kind Donations valued under \$250 given directly to TLC ministries and small groups.** Acceptance of gifts of in-kind goods or services given directly to a TLC ministry or small group will be determined by the ministry or small group.
6. **Estate Gifts.** The Trust Fund will receive gifts through bequests in wills, charitable remainder and other trusts, beneficiary designations, charitable gift annuities, assignments of life insurance, transfers of property (cash, stocks, bond, real estate), memorial gifts and other gifts from any individual or corporation or organization or from any other source in cash or in other property acceptable to it. The Trust Fund is administered by the Trust Fund Board according to the Trust Fund by-laws.
7. **Right to Decline.** The Congregation Council and/or Finance Ministry reserves the right to not accept gifts, including but not limited to:
 - 1) Those that are offered for purposes inconsistent with the ministry and mission of our congregation
 - 2) Those which would be too difficult to administer
 - 3) Those that are to be re-directed to another nonprofit organization. Instead, Trinity encourages its members to make such gifts directly to the organization that the donor wishes to support.

If the Congregation Council or Finance Ministry decides to decline the gift, the donor will be contacted through written notice (electronic or US Mail).



TRINITY LUTHERAN CHURCH

Designated Gift Use

Designated gifts will be used in accordance with the ministry and mission of Trinity Lutheran Church to be a welcoming faith community living together in God's love to share the joy of Jesus Christ. **Our congregation encourages unrestricted gifts, defined as an asset that a donor has given to our congregation without any limitation on its use.** Donations of unrestricted gifts to be used to fund the Ministry Funds Plan as approved by the Congregation are encouraged to allow flexibility in utilizing the funds and fulfilling the budgeted ministry opportunities.

1. The Finance Ministry Team, Congregation Council, or the congregation, in situations deemed appropriate for a congregation vote, may establish designated funds and accounts as may further the ministry of the church, and shall for all such funds assure separate accounting and reporting.
2. Members wishing to give designated gifts for programs or projects not currently established should consult with the Finance Ministry Team and/or Congregation Council to request Trinity's consideration of their preferred designation and any alternatives
3. Designated gifts are envisioned as being for projects or undertakings which would seem likely to enrich, or uplift in some special way, the mission and spiritual life of the Trinity Lutheran Church congregation. In determining if the designated gift will be accepted, the following will be considered: Non-budgeted ministry program support; capital improvements; debt reduction; and special maintenance projects, equipment and furnishings.

Designated Gift Administration

1. The Treasurer and/or Finance Ministry shall provide a monthly report to council and an annual report to the congregation on the status of all designated funds including new receipts and expenditures.
2. Under the following conditions all remaining monies in a restricted fund will go into the general fund of Trinity.
 - a) Congregation Council, upon consultation with the Finance Ministry, chooses to close a fund
 - b) There exists an excess balance in the fund following completion of the program or project
 - c) After twenty-four (24) months if the restricted funds are unable to be used due to lack of program, funding, or need



TRINITY LUTHERAN CHURCH

3. A disclaimer must be given to the donor that Trinity Congregation Council reserves the right to move funds from designated accounts to the general fund.
4. Interest received on the funds from the designated accounts are to be credited to the account in which they are held.