

Guidelines for Financial or Material Gifts to St. Andrew's Episcopal Church, Newport News

Purpose:

These guidelines are intended to govern: 1) special gifts of cash or other financial instruments; 2) gifts given In Memoriam; and 3) gifts of material items to the church.

Background:

Occasionally individuals or families, who may or may not be members of St. Andrew's, may wish to give some type of gift to the church outside of normal pledge and plate collections. Sometimes a financial gift may be given to the church to be used for whatever need is most pressing, or the donor may suggest it be used for a specific purpose other than an existing designated fund (for example the Music Fund). Others may want to donate some type of material gift that they believe the church needs or could use. The thought behind all gifts is appreciated, but sometimes a material gift or designated financial gift may be inconsistent with the needs of the church. Consequently, having guidelines available to all individuals, families, or groups wishing to make gifts to the church, will help avoid any potential misunderstandings or conflicts.

Guidelines:

Gifts of Cash or Financial Instruments

- Undesignated financial gifts received by the church, outside of normal pledge and plate collections, will be placed in either the church's operations account, or in an unrestricted savings account, by the church Treasurer with Vestry concurrence.
- A donor may request a financial gift be placed in one of the church's existing designated funds.
- If the donor wishes to designate the financial gift for a specific purpose other than any of the existing designated funds, the Vestry will consider the request and advise the donor whether the gift can be accepted for that restricted purpose, or propose an alternative designation consistent with the church's mission and needs.

Gifts Given in Memoriam

- Monetary gifts given by a member of the church In Memoriam of a deceased relative will be placed in the church's designated account for memorial funds. Monetary gifts received from members of the community In Memoriam of a deceased church member, or a member's deceased relative, will be placed in the church's designated account for memorial funds. The Memorial Committee – which includes the Vestry finance liaison – suggests uses for these funds, sometimes at the request of parishioners, for vote by the Vestry.
- Donors may request a monetary gift in Memoriam be placed in one of the church's existing designated funds.

- If the donor wishes to designate a memorial gift for a specific purpose other than any of the existing designated funds, the Vestry will consider the request and advise the donor whether the gift can be accepted for that restricted purpose, or propose an alternative designation consistent with the church's mission and needs.

Gifts of Material Items

From time to time individuals or groups may wish to donate a new or used material item to the church. Such items are appreciated and will generally be accepted, provided that the item(s) have a recognized beneficial use by the church and are consistent with the needs of the church and functional organizations. A prospective donor should discuss their proposed gift with the Rector, a Warden, or a Vestry person responsible for a ministry area where the gift might be put to use. Any of these individuals may refer the donor to a more appropriate person if necessary. Depending on the nature of the proposed gift, the involved church leader will either make a decision to accept/decline the gift, or to refer the proposal to the Vestry. If a gift is accepted by the church, the donor should understand that the gift becomes the sole property of St. Andrew's to utilize as may be best decided. At a later time, if the item is deemed to be at the end of its serviceable life, or is no longer used or needed by the church, at the sole discretion of St. Andrew's, the item may be donated to a suitable charity, given to a needy individual or family, or otherwise disposed.