



Sample Gift Acceptance Policy

[Virginia Lutheran Church] has adopted the following guidelines for accepting gifts other than unrestricted cash donations. The church reserves the right to change or modify this Gift Acceptance Policy at any time as deemed necessary.

- All gifts to Virginia Lutheran Church [hereafter VLC] will be recognized as supporting the ministry and mission of the congregation and its ministries.
- VLC accepts with gratitude gifts of cash, checks, contributions made by credit or debit card, and securities.
- VLC will abide by the wishes of the donor to restrict or designate a gift as long as said gift is recognized as supporting the mission of VLC.
- If the purpose for which a restricted gift was given is no longer germane to the mission of VLC, the church council will confer with the donor about use of the gift for another or related purpose. If the donor cannot be contacted, the council will make the final decision about how to redirect the gift.
- All gifts will be acknowledged within a reasonable amount of time, and acknowledgement signed by the appropriate representative of VLC.
- Gifts of securities will be sold immediately upon receipt, and will be acknowledged at the value received into the VLC's operating or endowment fund on the day received.
- Gifts-in-kind must be valued by the donor for tax purposes. Such gifts will be acknowledged by VLC with a letter of acknowledgement, without valuation.
- Non-cash gifts, such as property, art work, vehicles, real estate, etc. will be accepted only if they can quickly or easily be converted to cash, or be of use in another manner by VLC, and will be considered on a case by case basis by the church council or its representatives.
- Unrestricted gifts received through wills and bequests will be deposited into the account or accounts designated by the church council. The use of such funds will be determined by the church council.

- A bequest with qualifications, or for a restricted purpose, will be evaluated by the church council before being accepted from the donor's estate.
- Donor information is maintained by VLC. These records are confidential and will not be used by, shared or sold to any other organization.
- VLC and/or the church council reserve the right to seek advice from legal counsel if deemed necessary regarding acceptance of any gift or bequest.
- VLC and/or the church council reserve the right to refuse any gift that is deemed to be incongruent with the mission of the church and its ministries.