

**ENDOWMENT PROGRAM
OF
ST. MATTHEW'S UNITED METHODIST CHURCH
ANNANDALE, VIRGINIA**

GIFT ACCEPTANCE GUIDELINE

I. PURPOSE:

The purpose of this Gift Acceptance Guideline is generally to define the type of gifts that can be accepted and the manner in which they can be accepted by the Endowment Program of St. Matthew's United Methodist Church of Annandale, Virginia. This Guideline is established under the authority of the Charter for the Endowment Program of St. Matthew's United Methodist Church (hereinafter referenced as the "Church"). This Guideline shall be administered by the Permanent Endowment and Planned Giving Committee (hereinafter referenced as the "Committee"). To the extent that questions may arise about the interpretation of this Guideline, the terms of the Endowment Program Charter shall prevail.

II. INTRODUCTION:

This Guideline is designed to assure that all gifts to the Endowment Program are structured to serve the best interests of both the Church and the donor(s), with special emphasis on various types of deferred gifts and gifts of non-cash property. The goal is to encourage funding of the Endowment Program without encumbering the Church with gifts that may not be in the best interests of the Church.

In order to facilitate the growth of assets within the Endowment Program, the Committee must be capable of responding quickly, and in the affirmative wherever possible, to gifts offered by prospective donors. Flexibility shall be a key attribute in administering this Guideline since some gift situations can be complex and require careful consideration of a number of interrelated factors that may or may not be identified in this Guideline before a final decision is made. In all cases, the decision to accept, reject, or condition any gift to the Endowment Program shall be made by the Committee.

III. GIFT ACCEPTANCE TERMS AND CONDITIONS:

All gifts will be acknowledged by written confirmation including any terms and conditions of the gift acceptance. The Committee will abide by any request of the donor to remain anonymous.

A. OUTRIGHT GIFTS:

1. CASH

- a. Gifts in the form of cash and checks shall be accepted in any amount.

- b. All checks are to be payable to "St. Matthew's United Methodist Church". In no event shall cash gifts be made payable to an employee, agent or volunteer for credit of the Church.

2. PUBLICLY-TRADED SECURITIES:

Securities traded on the public exchanges may be accepted by the Committee.

3. CLOSELY-HELD SECURITIES:

Non-publicly traded securities may be accepted by the Committee.

4. REAL PROPERTY:

- a. All gifts of real property must be approved by both the Committee and the Board of Trustees before acceptance.
- b. Prior to deciding upon acceptance of gifts of real property, the Committee shall prepare a report on (but not limited to) the following:
 - i. Current title and ownership.
 - ii. Current zoning.
 - iii. Any and all restrictions.
 - iv. Any encumbrances, including an Affidavit of Lien signed by the Donor.
 - v. An independent qualified third party appraisal,
 - vi. An environmental assessment,
 - vii. A recommendation on marketability, and
 - viii. The long range costs of either keeping or disposing of the property including any potential environmental liability.
- c. Based upon the above report, the Committee, in consultation with the Board of Trustees, shall make the final decision to keep or sell any accepted property.

5. TANGIBLE PERSONAL PROPERTY:

- a. All gifts of tangible personal property must be approved by both the Committee and the Board of Trustees before acceptance.
- b. Prior to deciding upon the acceptance of gifts of tangible personal property, the Committee shall prepare a report on (but not limited to) the following:
 - i. An independent qualified third party appraisal, and
 - ii. A recommendation on marketability.
- c. Based upon the above report, the Committee, in consultation with the Board of Trustees, shall make the final decision to keep or sell any accepted property.

B. PLANNED (DEFERRED) GIFTS :

1. BEQUESTS:

- a. Gifts through wills (bequests) shall be actively encouraged by the Committee.
- b. Any representations by the Committee to prospective donors as to the future acceptability of various properties to be left to the Church in a will or other deferred gift shall be made in accordance with the terms and provisions of Sections I, II and III(A)(4) & (5) of this document.
- c. Gifts of property from estates that are not acceptable or that cannot be amended to be acceptable shall not be approved by the Committee. Such decision shall be communicated in writing to the legal representatives of the estate.

2. REVOCABLE LIVING TRUSTS AND CHARITABLE TRUSTS:

- a. The Committee shall consider the United Methodist Foundation of the Virginia Conference, Inc. (VUMF) as fiduciary for any such trusts unless directed otherwise by the donor and approved by the Committee.
- b. The fees for management of a Charitable Remainder Trust will not normally be paid by the Church. However, upon approval by a majority of the Committee, in consultation with the Committee on Finance, these fees may be paid by the Church.
- c. The fees for management of a Revocable Living Trust will not be paid by the Church under any circumstances.
- d. Revocable Living Trusts and Charitable Remainder Trusts and all other deferred gifts shall be encouraged as a method of making gifts to the Church while retaining income which may be needed by the donor for personal purposes. All discussions relative to such trusts must be in full compliance with the letter and spirit of all applicable federal and state security laws and regulations.
- e. No representations as to the manner in which trust assets will be managed shall be made by any employee or other persons acting on behalf of the Church.

3. LIFE ESTATE GIFTS:

The Committee may accept such gifts provided that there has been a full disclosure of the possible ramifications of the transaction to the donor.

4. LIFE INSURANCE POLICIES:

- a. The Church will encourage donors to consider naming the Church as beneficiary of life insurance policies purchased by the donor.

- b. The Church will not accept gifts from donors for the purpose of purchasing life insurance on the donor's life.
- c. No insurance products will be endorsed for use in funding gifts to the Church.
- d. In no event shall lists of Church donor's names be furnished to anyone for the purpose of marketing life insurance for the benefit of donors and/or the Church.

5. GIFT ANNUITIES:

The Church will accept Charitable Gift Annuities.

C. PAYMENT OF FEES RELATED TO GIFTS TO THE CHURCH:

1. FINDER'S FEES OR COMMISSIONS:

No fees shall be paid to anyone as consideration for directing a gift to the Church.

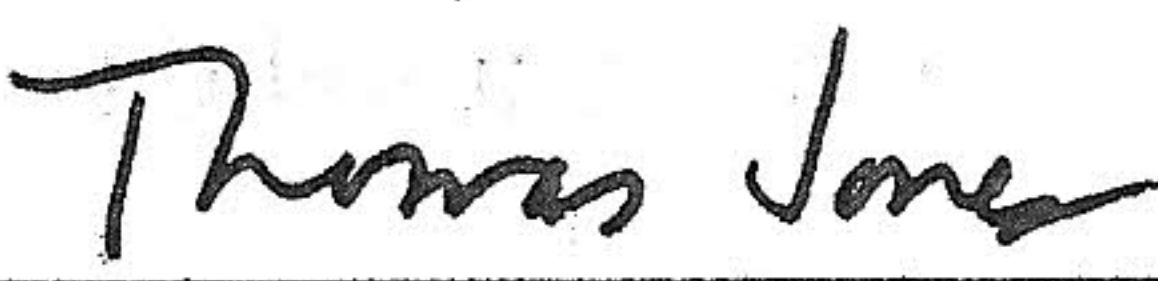
2. PROFESSIONAL FEES:

- a. In general, the donor shall pay any fees associated with the gift.
- b. No fees shall be paid to anyone as compensation for any sale of any products to the donor.

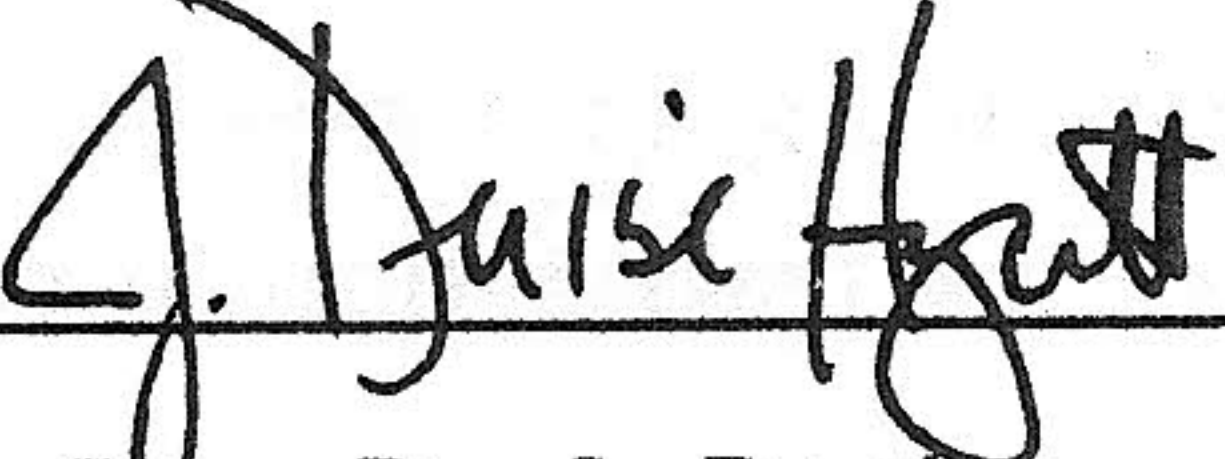
D. RESTRICTIONS

Any restriction on the disposition or use of any gift shall be approved by the Committee prior to acceptance of the gift.

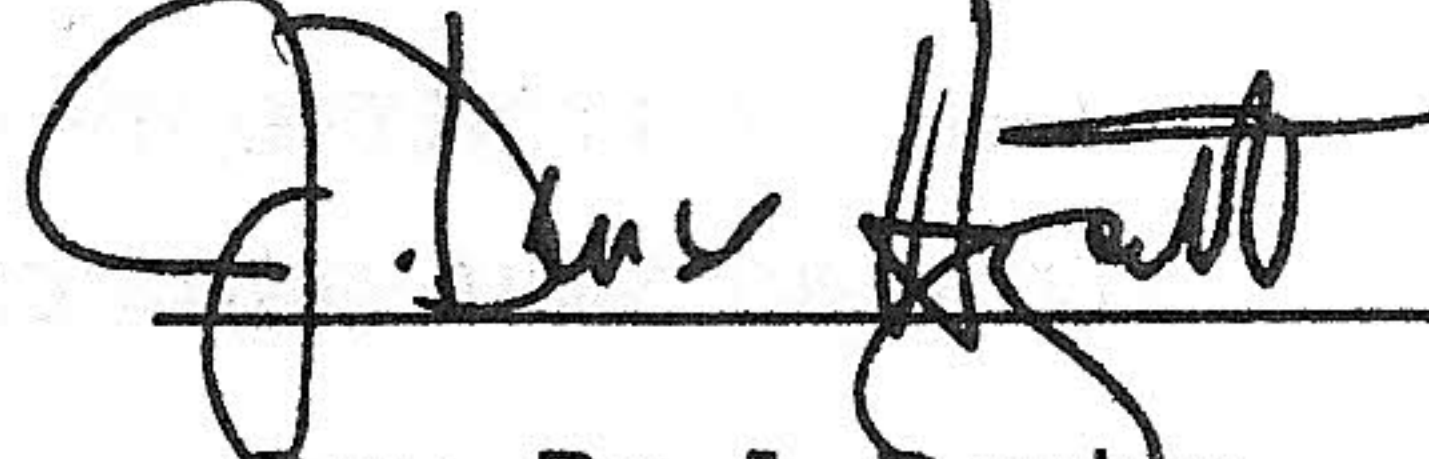
This *Gift Acceptance Guideline for the Endowment Program of St. Matthew's United Methodist Church* was adopted on this 25th day of May 2011 in a duly authorized Charge Conference of St. Matthew's United Methodist Church by a vote of 17 For, and 0 Against, and 0 Abstaining.



Thomas Jones
Recording Secretary



Rev. Dr. J. Denise
Honeycutt
Senior Pastor



Rev. Dr. J. Denise
Honeycutt
Presiding Elder