

**HOLY SPIRIT EPISCOPAL CHURCH**  
**TANGIBLE PERSONAL PROPERTY GIFT ACCEPTANCE POLICY**  
**Adopted November 2010**

**PURPOSE AND ROLE**

The purpose of the gift acceptance policy is to provide written guidelines and suggestions for everyone involved in the gift process.

The primary benefit of this policy is to maintain discipline in gift acceptance and administration. Discipline prevents the acceptance of gifts that will cost the Holy Spirit Episcopal Church time, money as well as mis-allocation of volunteer resources.

This policy only covers gifts of tangible personal property. It does not cover gifts of real estate, marketable securities, cash, etc.

The Church will only accept gifts of tangible personal property that relate directly to its mission, can be immediately used on the church buildings and grounds to enhance the use/ experience of the sacred space or can be converted into cash immediately.

At donor's request, a receipt will be issued for the market value of the personal property donated to the church not the replacement value.

The Vicar will appoint a Gift Acceptance Committee chaired by the Junior Warden to administer the policy as well as the gifts of personal property: safeguarding, assignment, sale or disposal.

**Preservation of Donor Relationships**

Donors are a valuable asset. This policy may be very beneficial in helping to preserve relations with donors when the Church declines acceptance of a gift. If the donor is provided with copy of this policy, it will be much easier for the Church to handle any negative reactions. Written policies remove focus or blame from the contact person and make it clear that the decision was based on a well considered, previously established policy.

**Types of Gifts**

This policy only covers gifts of tangible personal property such as:

- ⊕ Art
- ⊕ Furniture
- ⊕ Coin and stamp collections
- ⊕ Livestock
- ⊕ Jewelry
- ⊕ Equipment:
  - Office equipment,
  - Computers,
  - Printers,
  - yard equipment,
  - Miscellaneous
- ⊕ Cars
- ⊕ Boats

- ⊕ Clothes
- ⊕ Any other personal property item owned by a donor.

### **Gift Evaluation**

Each potential gift of personal property will be examined for:

- ⊕ Financial value
- ⊕ Potential use and time frame to start using it
- ⊕ If item cannot be use, can it be converted into cash in the short term (three months or less)
- ⊕ Transportation cost
- ⊕ Storage Cost
- ⊕ Disposal cost it item cannot be used or sold
- ⊕ Repair and maintenance
- ⊕ Insurance (automobiles, art, boats, etc.,)
- ⊕ Will the gift be a nuisance in the property/facilities
- ⊕ Can the property be sold without incurring significant costs that cancel the proceeds of the sale?
- ⊕ If it cannot be sold immediately, can the Church afford the maintenance?
- ⊕ Insurance, taxes, and management costs for the property?
- ⊕ Are there any undue restrictions on the use, display, or sale of the property?

### **Donors Notification**

Donors will be notified promptly of the Committee's decision on their gifts.

### **Annual Review**

The Gift Acceptance Committee should review the policy annually to determine if any amendments are necessary to reflect changes in the law or in our organizational structure and to address new situations not previously addressed by the policy.

### **Limitations/additional Provisions**

1. If this policy is found to be in conflict with a diocesan policy, the diocesan policy will prevail.
2. Gift acceptance or rejection must have the final approval of the Vicar.