

# FIRST CHRISTIAN CHURCH GIFTS POLICY

## General Statement of Goals

It is the goal of First Christian Church and its Trustee Board to promote financial stewardship to:

- A. Encourage support with a variety of giving opportunities/options;
- B. Establish the annual operating budget as the top priority for each year's fund-raising goal;
- C. Encourage tithes and unrestricted giving toward the budget;
- D. Discourage (but allow) restricted giving;
- E. Establish separate (i.e. designated) funds for capital, emergency or specialized needs which are outside the annual operating budget but are part of the ministry and mission of the church;
- F. Encourage designated support of these funds through "above and beyond" gifts;
- G. Stimulate major gifts or bequests to build the church's Permanent Endowment Fund.

## Policy

In order to promote financial stewardship, encourage support through a variety of giving options, provide funding for capital, emergency or special needs outside of the annual operating budget, encourage the start-up of creative ministries and missions, the Trustee Board of First Christian Church hereby establishes the following policies:

- A. Any undesignated gift to First Christian Church will be credited to the General Fund in support of the annual operating budget.
- B. Designated gifts may be accepted only if the designation is for an Elder and Trustee Board approved Designated Fund
- C. All gifts to Permanently Restricted (Endowed) funds must be a minimum of \$1,000.00.
- D. The Trustee Board has the sole authority to establish and/or dissolve designated funds which are outside the annual operating budget.
- E. Designated fund requests are to be submitted to the Trustee Board to be considered at their next meeting to ensure that the necessary criteria have been met.
- F. The Trustee board and Elder Board will consider the following criteria when evaluating a designated fund request:
  - 1. Elder Board – Does the request fall within the scope of the church's overall vision of ministry and mission?
  - 2. Trustee Board – Does the request more properly belong in the annual operating budget?
  - 3. Trustee Board – If so, is the request urgent and important enough to require temporary funding until inclusion in the following year's budget?
  - 4. Trustee Board – Will the request encourage "above and beyond" giving and not detract from the support of the budget?
  - 5. Trustee Board – Does the request conform to the requirements of the following definitions for Designated Funds?
  - 6. Trustee Board – The board will review all designated funds annually. Those that have achieved their goals or no longer meet the criteria set forth in these policies will be terminated.

- G. Any unexpended money remaining in the fund will revert to the General Fund in accordance with the church's designated gift policy.

### Designated Funds — Definitions

Designated Funds are funds established to meet the needs of missions and ministries of the church which are either not included in or not adequately covered by the annual operating budget.

These funds must meet the following criteria:

- A. Designated funds may only be established by the Trustee Board. They may also be discontinued by the Board.
- B. Designated funds will contain a specific statement of purpose.
- C. Designated funds will be defined as "temporary" or "permanent" in accordance with definitions set forth below.
- D. Expenditures from funds may not exceed the amount available in the fund.
- E. Designated funds may only accept donations conditionally in accordance with the church's designated gift policy.

### Temporary Designated Funds

Temporary designated funds are established to meet a ministry or mission of the church which is event or need specific and whose accomplishment can be reasonably predicted and defined.

These funds must meet the following criteria:

- A. They must contain a statement of purpose which is to include the following:
  - 1. The general objective of the fund,
  - 2. The overall financial goals,
  - 3. The identity of funding sources and activities to be used to reach these sources,
  - 4. An anticipated budget setting forth expenditures
- B. They must estimate the time necessary to achieve the purposes of the fund and contain a termination clause which will be triggered either by the accomplishment of the purpose or the reaching of a financial goal.
- C. They will be reviewed annually by the Trustee Board which will either extend the fund's term if necessary or will at its discretion dissolve the fund. Any surplus or unexpended funds will revert to the General Fund in accordance with the church's designated gift policy.

### Permanent Designated Funds

Permanent Designated Funds are established to meet long range or continuing needs of the church ministries and missions which do not properly belong within the annual operating budget.

These funds must meet or include the following criteria:

- A. They must support a ministry or mission that is either supplemental to or not included in the annual operating budget.
- B. The need must be long term or recurring such that its accomplishment or termination is not determinable.
- C. They must contain a statement of purpose, which is to include the following:
  - 1. The general objective of the fund

2. Its financial goals
  3. The identity of prospective financial sources and the activities to be used to reach those sources
  4. An anticipated budget setting forth projected income and expenses the terms and conditions for making expenditures, and the general identity of intended beneficiaries.
- D. They must identify the individual, position or committee responsible for oversight of the fund.
- E. Any surplus or unexpended funds when the fund is terminated will revert to the church's General Fund at the discretion of the Trustee Board

### Conclusion

Notwithstanding the foregoing, it is the policy of First Christian Church to accept all gifts conditionally. Designated gifts will be handled in accordance with the policies and procedures set forth above, and as far as reasonable for the purposes for which they were designated; nevertheless, First Christian Church, through its Trustee Board, retains the right to remove the restrictions on a gift when it is in the best interests of the church to do so.

This reservation of right shall be set forth on all church materials relating to donations, gifts or fund raising such as (but not limited to) Sunday offering envelopes, event and fund-raising flyers, receipts, building or other designated fund materials, etc.as approved by the Trustee Board. All such or similar documents shall contain the following statement:

*All gifts to First Christian Church are conditional and subject to the "best interests of the church " standard, set forth in the designated gifts policy.*

**FIRST CHRISTIAN CHURCH  
DESIGNATED FUNDS REQUEST**

\_\_\_\_\_ Temporary (designated funds are established to meet a ministry or mission of the church which is event or need specific and whose accomplishment can be reasonably predicted and defined)

\_\_\_\_\_ Permanent (designated Funds are established to meet long range or continuing needs of the church ministries and missions which do not properly belong within the annual operating budget)

Name of Fund:

\_\_\_\_\_

Purpose of the Fund:

\_\_\_\_\_

\_\_\_\_\_

How does this meets the needs and ministries of FCC church:

\_\_\_\_\_

\_\_\_\_\_

Financial Goal: \_\_\_\_\_

Identity of Funding Sources and activities to be used to reach these sources:

\_\_\_\_\_

\_\_\_\_\_

Estimated time for the Fund: \_\_\_\_\_

Budget: \_\_\_\_\_

\_\_\_\_\_

Person Responsible for authorizing expenditures:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

All gifts to First Christian Church are conditional and subject to the "best interests of the church " standard, set forth in the designated gifts policy.

**Elder Board**

Does the request fall within the scope of the church's overall vision of ministry and mission?

\_\_\_\_ Yes      \_\_\_\_ No

\_\_\_\_\_  
Elder Board Signature (signature indicates approval of fund)

\_\_\_\_\_  
Date

**Trustee Board**

Does the request more properly belong in the annual operating budget?

\_\_\_\_ Yes      \_\_\_\_ No

If yes, is the request urgent and important enough to require temporary funding until inclusion in the following year's budget?

\_\_\_\_ Yes      \_\_\_\_ No

Will the request encourage "above and beyond" giving and not detract from the support of the budget?

\_\_\_\_ Yes      \_\_\_\_ No

Does the request conform to the requirements of the definitions for Designated Funds?

\_\_\_\_ Yes      \_\_\_\_ No

Post to Tithely (online giving app)

\_\_\_\_ Yes      \_\_\_\_ No

\_\_\_\_\_  
Trustee Board Signature

\_\_\_\_\_  
Date

(signature indicates approval of fund and instructions for electronic postings)

Approved copy to: Bookkeeper and Church Administrator

Account # \_\_\_\_\_