

Gift and Benevolence Policy

1. All gifts and benevolent monies in excess of \$250 donated to the Church shall be handled by the Trustees pursuant to this policy.
2. Upon receipt of a gift or benevolence by the Church the Chair of the Trustees shall take the following steps.
 1. Insure that the appropriate thank you letter is sent, signed by the Lay Leader.
 2. Determine the intent or limitations of the gift or benevolence, if any.
 3. Inform the Official Board and Congregation in writing of the gift or benevolence, the relationship of the donor to the church, and the intent or limitations of the gift or benevolence.
 4. Insure that the moneys are deposited in an investment account pursuant to the normal practice of the Trustees and the requirements of the gift or benevolence.
3. If there is a specific purpose of the gift or benevolence, to the extent it is compatible with the activities of the church the money should be limited and used to for that purpose.
4. If there is no purpose designated, the Trustees shall determine whether there is a need in the church which would reflect the involvement or interest in the Church of the Donor. In doing so the Trustees will solicit input from other Committees of the Church and the Congregation.
5. Once all of the steps above have been completed, then the Trustees, after consultation with the Official Board shall make a recommendation in writing to the Membership as to the use or uses of the funds. A list of the non recommended suggestions shall be included with the recommendation. The Membership, at an annual or special meeting, shall vote to determine the use of the funds.
6. Any fund falling below \$500 may, at the discretion, be liquidated and the funds remaining allocated amongst other funds held by the trustees.