

**GIFT USE POLICY  
GRACE LUTHERAN CHURCH  
Wenatchee Washington**

**Purpose**

Due to the ever changing ministry needs of Grace Lutheran Church (GLC), it is necessary to provide guidance to Staff and the revolving leadership of Council and committees for how best to prayerfully use large gifts.

This policy acts as a guide for Council to steward large unrestricted gifts, to consult with financial advisory groups, to establish new visioning committees when needed and to seek the voice of our Congregation to best utilize these gifts from God with intentional thought, transparency and joyful hearts.

This policy, and any subsequent revisions, as a continuing resolution of the GLC Constitution, is in effect (along with changes to this policy) once approved at a Congregation meeting in which such approval is part of the agenda. This policy's intent is to provide consistency and continuity for all decision-makers moving forward when it comes to best ways to steward large gifts received by GLC.

**Definition of Gift** (as identified in GLC Gift Policy)- For the purpose of this document 'Gifts' may be any of the following types of unrestricted assets: Cash, Publicly traded securities (Stocks, Bonds, Mutual funds), Non-publicly traded securities, Life insurance, Real property (Tangible personal property, e.g., Vehicles, Jewelry, Books, Art, Collections), and/or Other property.

Any real estate related gifts require Congregation approval for acceptance or sale per GLC Constitution Chapter 5, Section 03 items g and h (approved Jan 28, 2018).

**Gift Use Process**

When large sum gifts are received by GLC, Council shall follow the following steps:

- Assess the value of the unrestricted gift
- Communicate with the Congregation through various means, stating receipt of the gift, gift amount and an outline of what the Congregation can expect as the gift is considered.
- GLC Council meets with consultation from lead Pastor to confirm and/ or decide:
  - Decision making authority
  - Current needs of Grace, the Community, Synodical and Churchwide partnerships and (should the situation warrant) other needs throughout the World
  - If the unrestricted gift requires financial guidance
  - If a standing committee made up of congregants should be formed
  - Presentation and approval of ideas
  - Distribution of gifts.

**Assess the Value of the Unrestricted Gift**

Any gift **below** \$100,000 total value may be used, allocated and distributed with sole approval of the Council with consultation from lead Pastor.

Any received gift **over** \$100,000 total value will be brought before the Council at the next regularly scheduled Council meeting to pursue greater input from the Congregation (as stated below). The Congregation will be informed as new information is learned and invited to participate in whatever Congregation-wide discernment process the Council will establish.

**GLC Council Meets with Consultation from Lead Pastor**

When brought before Council, a gift of **over** \$100,000 total value shall be assessed for use based on the following criteria:

**Current needs of Grace, Community, Synod and World**

1. Decide if this gift is urgently needed for immediate use to support a given project, mission or material condition of the church (examples include: paying down church debt, repairing a critical failing of the church property, supporting staff infrastructure that if not assisted would cause a detrimental deficit in the function and mission of GLC, etc.)
2. Decide if this gift is **not** urgently needed for cause, mission or material condition of the church where recommendation and vision from the Congregation can be garnered for internal improvements, community outreach and/ or greater ministry.

**Decision Making Authority**

1. In instances where urgent need is identified by Council, Council may present a recommendation for gift use directly to the Congregation for majority approval by 2/3 simple majority.
2. In instances where there is **no** urgent need identified, Council will assess the current financial stability of the church, whether existing monies are still being utilized based on past gifts received, and take into account the church's ongoing wishes, projects or prayerful giving endeavors.

Based on discussion with guidance from lead Pastor, Council may seek input from a Financial Advisory Group and/ or establish a Visioning Committee for gift use recommendations and assistance before presenting a final request(s) to the Congregation for majority approval.

**Financial Advisory Group**

The GLC Financial Advisory Group is an ad hoc group formed by the current Council Treasurer and is comprised of members from the Congregation with financial and/ or investment expertise. The Advisory Group shall provide Council initial investment

recommendations, possible financial issues from the gift, and/ or existing opportunities that could be utilized for the mission of GLC through the gift.

In the event a Financial Advisory Group cannot be formed with church members, or upon recommendation of the Advisory Group, Council may hire a financial advisor to serve in that capacity (as deemed appropriate).

### **Establishment of Visioning Committee**

Visioning Committees may be established, by direction of Council, for the purposes of spiritually reflecting on received gifts and provide a wide range of opinions, insights and recommendations for gift use to the Council once duration of the committee is concluded.

Visioning Committees shall contain no more than 12 members made up of active congregants and will include (1) volunteer as Committee Chairperson and lead Pastor as spiritual advisor.

Council shall provide Visioning Committee with the following:

- List of approved committee members (if there are more than 10 volunteers)
- Duration for how long Visioning Committee is anticipated to be standing to provide gift use recommendations for Council
- Guidance for expected results of the committee may include but are not limited to:
  - Congregation survey results
  - Community, Local, Synod area and global needs
  - Internal use (upgrade projects, building improvements, hiring additional staff etc.)
  - Percentage of gift use for internal and/ or external purposes

Upon successful completion of the committee, Committee Chairperson shall present all Visioning Committee ideas to Council at the next regularly scheduled Council meeting.

### **Presentation and Approval of Ideas**

Following review of critical needs, recommendations from the Financial Advisory Group and/ or established Visioning Committee, Council shall provide the Congregation with an in depth and succinct presentation delineating exact details, amounts, entities or projects being requested for use of the undesignated gift.

Presentations and approval may only be conducted by the Congregation at a Special Meeting or Semi-Annual Congregation Meeting.

**Distribution of Gifts**

Once any or all discussed requests are approved by the Congregation, Council shall execute distribution of gifts as soon as is possible.

Gift Use Policy approved by GLC Council (mm,dd,yy)

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(Chad Dulac, Council President)

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