

## METROPOLITAN NEW YORK SYNOD

# GIFT ACCEPTANCE POLICIES

*The Synod Council of the Metropolitan New York Synod (“MNYS” or “the Synod”) has adopted the following gift acceptance policies, replacing the policy dated 09/20/2005.*

### 1. MISSION SUPPORT

The MNYS receives contributions in the form of undesignated Mission Support from ELCA rostered congregations on its territory. Most Synods expect congregations, including newly developed congregations, to contribute 15 to 50% of regular offerings as Mission Support, also known as benevolence or proportionate share. Gifts made by congregations intended for specific purposes rather than for support of the Synod are treated as unrestricted or restricted gifts, as per the Gift Acceptance Policies. A congregational remittance advice form should be used when transmitting mission support.

### 2. UNRESTRICTED AND RESTRICTED GIFTS

The MNYS accepts unrestricted gifts for its general program and restricted gifts whose use is for a program or project approved by the Synod Assembly or Synod Council.

### 3. CASH

Gifts of cash are accepted for both restricted and unrestricted purposes.

### 4. NEGOTIABLE SECURITIES

Negotiable securities include publicly traded stocks, bonds and mutual funds. As soon as possible securities will be sold for cash. If appropriate, the cash will be invested in the Synod’s established portfolio.

### 5. BEQUESTS OR DEFERRED GIFTS

Bequests are gifts made directly from an estate as per the decedent’s wishes stipulated in their will. A 10% share of unrestricted gifts will be shared with the Evangelical Lutheran Church in America, unless the bequest specifies the tithe condition to be otherwise.

### 6. CHARITABLE GIFT ANNUITIES AND OTHER LIFE INCOME AGREEMENTS

The MNYS does not issue life income agreements, such as charitable gift annuities, charitable remainder trusts, lead trusts or pooled income funds. The Synod can be named as the/a remainder beneficiary. The Evangelical Lutheran Church in America Foundation on behalf of the Synod administers these gifts.

### 7. INSURANCE

Gifts of insurance policies must be approved by the Synod Council upon recommendation by the Financial Management Committee. Donors are encouraged to use the Evangelical Lutheran Church in America Foundation to make gifts of this type.

### 8. REAL ESTATE

Gifts of real estate must be approved by the Synod Council upon recommendation by the Financial Management Committee. Donors are encouraged to use the Evangelical

Lutheran Church in America Foundation to make gifts of this type.

9. OTHER REAL PROPERTY

Gifts of other real property includes art, collections, jewelry, and other non-negotiable tangible property with an estimated minimum value of \$25,000, and must be approved by the Synod Council upon recommendation by the Financial Management Committee. Donors are encouraged to use the Evangelical Lutheran Church in America Foundation to make gifts of this type.

10. DONOR ADVISED FUNDS

Gifts from donor advised funds are accepted by the Synod, however, the Synod does not administer donor advised funds. Donors are encouraged to use the Evangelical Lutheran Church in America Foundation to set up a donor advised fund for the benefit of the Synod.

11. ENDOWMENTS AND TEMPORARILY RESTRICTED FUNDS

Individual endowments may be established by donors only for the benefit of ministry within the territory of the Synod. The minimum amount to start an endowment is \$100,000 and the minimum amount to start a temporarily restricted fund is \$25,000. Endowments or temporarily restricted funds will be used for a program or project approved by the Synod Assembly or Synod Council, and managed according to established policies and procedures. Donors are encouraged to use the Evangelical Lutheran Church in America Foundation to make gifts of this type. Temporarily restricted funds may be consolidated with Synod Council approval if the fund balance is less than \$10,000, or if the intended purpose of the funds no longer can be served by the Synod.

12. MEMORIALS

Memorial gifts are accepted according to the same guidelines as cash gifts. The Synod will keep a "Book of Memory" and maintain a chronological list that is available for viewing.

*General Notes*

1. Donors will receive in a timely fashion an official acknowledgement of their gift and its value.
2. It shall be the presumption that a donor or their authorized representatives permit public announcement of any features of a gift. If a donor indicates a desire for anonymity or confidentiality, such requests should be made in writing and the Synod will hold all gift and investment information in confidence.
3. Naming rights and name plates will be at the discretion of the Synod Council.
4. The MNYS will not accept gifts, which it believes, may result in a violation of applicable law or regulation, whether by the Synod or the donor, or which violate the Synod's constitution, bylaws or continuing resolutions, or which are judged to be inconsistent with the Synod's values.

*Approved by Financial Management Committee: 6/19/2012*