

Grace Presbyterian Church, Arlington, Texas

Memorial and Gifts Policy

Purpose

The purpose of the Memorials and Gifts Policy is to define how gifts and memorials should be handled at GPC.

Session Responsibility

While the giver of a gift or memorial may have good intentions, not all gifts or the conditions associated with the gift may be acceptable for a variety of reasons. Session has the responsibility and oversight for all gifts and memorials to GPC.

Receiving a Gift

All gifts or memorials to Grace should be acknowledged. The gift giver should be thanked in writing.

- If the gift is monetary and no conditions are associated with the gift, the gift should be graciously received and appreciation expressed.
- If a non-cash gift is offered or if conditions are associated with the gift, the giver should be thanked. In addition, the giver should be informed that the gift must be accepted by session to review the appropriateness of the gift or the conditions associated with the gift. The ministry that the gift would be associated with should have an opportunity to give their feedback on the gift. Their feedback would then be presented to session before session makes their decision.

The gift should be noted and information about the gift provided to the Teaching Elder and Clerk of Session.

When a Monetary Gift is Received

Monetary gifts should be immediately given to a member of the Finance Ministry, the Teaching Elder at Grace, Clerk of Session, or church office for processing and deposit into the GPC bank account.

- If a cash gift or memorial is received and no conditions are associated with the gift, the gift can be immediately received.
- If a gift contains no conditions other than a fund designated, the gift may be accepted without session approval. In this case, when the check is deposited, the money should be allocated to the appropriate designated fund.
- If a gift is given without a designation, then it should be reviewed by session and the funds allocated to the designated account or fund approved by session.
- If there are conditions associated with the gift, session must review the conditions and determine whether the gift should be accepted. Session alone can decide whether to accept the gift or to graciously decline.

- The ministry that the gift would be associated with should have an opportunity to give their feedback on the gift. Their feedback would then be presented to session before session makes their decision.
- If the gift is in the form of a check or other non-cash form and conditions are stipulated with the gift, the check may be placed in the church safe until the matter is discussed by session.

When a Non-Monetary Gift is Received

All non-monetary gifts must be reviewed and accepted by session. The gift and information about the gift/giver should be added to the agenda for the next stated session meeting. The Teaching Elder may ask for a called session meeting if the gift is large or there are time constraints associated with the gift.

In this case, session must decide whether the gift is acceptable and appropriate.

- Session alone can determine if a gift should be accepted or graciously declined.
- The ministry that the gift would be associated with should have an opportunity to give their feedback on the gift. Their feedback would then be presented to session before session makes their decision.

In either case, the giver should be notified and thanked.

Acknowledging a Gift

All gifts/memorials to Grace should be acknowledged.