



Niverville United Church

Legacy Giving Policies – Proposed v2.0

1 THE FUND

- 1.1 The Fund could be used for any philanthropic purpose consistent with our mission statement:

'A small faithful church community sincerely interested in the spiritual growth and support of those who identify with the United Church in this geographic region'

The use of the fund is in no way limited by the illustrative examples in ¶ 1.2.

- 1.2 Allocations to The Fund shall be in to the following categories in approximately the proportions specified.

A) "At Home" Projects: 1/3 of total allocations

"At Home" Projects are initiatives within the congregation. Initiatives supporting Christian growth and education of members, clergy and staff, projects to enhance Church life for youth and children, developing aspects of worship, property and improvement projects, support of congregation members and adherents and debt management are examples of the At Home Category.

The default action for unused assets designated for the At Home Category is to carry over the monies for future use.

B) "Community" Projects: 1/3 of total allocations

"Community" Projects - are those which we normally call "outreach" initiatives. These are in support of activities, programs, institutions and agencies in the local community where congregation and adherents live to which the congregation chooses to make a commitment of support.

The default allocation for unused assets designated for the Community Category is to disburse the monies to The Niverville Community & Health Foundation.

C) "World" Projects – 1/3% of total allocations

"World" Projects support the work of The United Church of Canada and in the world, through the Mission and Service Fund, the World Development and Relief Fund or other Christian-based aid organizations the congregation chooses to support.

The default allocation for unused assets designated for the World Category is to disburse the monies to Mission & Service Fund.

2 GIFT ACCEPTANCE TO THE FUND

- 2.1 The Fund shall accept Legacy gifts such as bequests through wills or other significant gifts of money or property which do not fall into the category of regular giving.
- 2.2 Undesignated gifts will be allocated to The Fund.
- 2.3 Both current and deferred Legacy gifts shall be accepted into The Fund. The type of Legacy gifts (e.g. life insurance, real estate) shall be carefully evaluated by the Legacy Giving Committee to determine if it is acceptable, and the committee shall seek professional, legal and/or financial advice when appropriate. If a gift is considered not acceptable, a recommendation shall be made to the Church Council and the Council shall have the final decision.
- 2.4 Gifts with designated conditions or purpose attached to them will be referred to the Church Council to determine if they can be accepted by Niverville United Church and how they will be managed.
- 2.5 The Fund may be used to merge other funds (i.e. The Improvement Fund and/or The Memorial Fund and/or Emergency Medical Fund and/or Joel Gaudry Memorial Fund at the discretion of the Church Council and approved by a vote of the congregation. Other funds merged shall be considered for "At Home" projects.
- 2.6 Under no circumstances shall Niverville United Church or the Legacy Giving Committee challenge any wills or estates.

3 THE LEGACY GIVING COMMITTEE

- 3.1 The Legacy Giving Committee shall consist of appropriately qualified persons appointed by the Church Council.
- 3.2 The committee shall consist of no less than 3 members.
- 3.3 It is preferred that Clergy be represented on the committee.
- 3.4 The committee shall appoint a Chair and Vice-Chair.

- 3.5 The Vice-Chair may assume the duties of the Chair in the event of the Chair's absence.
- 3.6 Longevity of commitment shall be understood as the goal for members of this committee.
- 3.7 Due to the nature of the committee's work, decisions may be made by electronic means, including e-mail, phone and fax.
- 3.8 Members of the committee must exercise caution to avoid any real or perceived conflict of interest with respect to allocations or requests from potential donors.
- 3.9 Members of the committee shall not promote themselves as providing expert advice.

4 DIVISION OF RESPONSIBILITIES

- 4.1 The Legacy Giving Committee is responsible for promotion of the Fund, receipt of gifts and disbursements of monies in accordance with the contents of this policy.
- 4.2 Managing of investments (if there is sufficient excess to warrant long term investing) shall be the responsibility of the Trustees.
- 4.3 The Treasurer is responsible for holding the liquid portion of the Fund, and shall be responsible for:
 - 4.3.1 Maintenance and safekeeping of all required financial records.
 - 4.3.2 Providing all records for an annual review by an examiner appointed by the Church Council.
 - 4.3.3 Incorporating the financial results of the Fund in the financial statements.

5 DUTIES OF THE LEGACY GIVING COMMITTEE

- 5.1 Promoting awareness of The Fund.
- 5.2 Providing resource material, dialogue and learning events to the congregation, the broader community, and potential donors.
- 5.3 Being available to potential donors for confidential discussion of gift giving options.
- 5.4 Keeping the Regional United Church Gift Planner informed about any finalized Legacy gifts, and referring donors who wish to meet with the Regional Planner to discuss or arrange a Legacy gift.
- 5.5 Evaluating and receiving Legacy gifts donated to The Fund. Deferring to the Church Council those that do not fit the acceptance criteria for The Fund.

- 5.6 Providing appropriate thanks and recognition to donors.
- 5.7 Receiving and assessing requests.
- 5.8 Making disbursements from the fund and/or making recommendations to the Church Council for disbursements.
- 5.9 Providing a written annual report of The Fund to the congregation.
- 5.10 Periodically reviewing these guidelines so that any recommended changes may be presented to the Church Council for approval.
- 5.11 The committee shall meet at least once per annum.

6 INVESTMENTS

- 6.1 The committee shall consider on a periodic basis whether The Fund contains excess monies which should be invested in the long term. If so, the committee shall inform the Trustees and make the appropriate arrangements to transfer the funds for investing purposes by the Trustees.
- 6.2 Interest or gains on investments shall remain in The Fund. These shall be designated for the At Home Category.

7 ASSESSMENT OF REQUESTS

- 7.1 Requests for use of The Fund may be made by any congregation member or adherent. If the congregation member or adherent is a minor the committee shall consider discussing the request with the minor's legal guardian.
- 7.2 Requests may only be approved if they are in accordance with ¶ 1.1.
- 7.3 The committee must agree by consensus as to whether the nature of the request is in accordance with ¶ 1.1.
- 7.4 Consensus shall mean agreement by all committee members available at the time of the decision. The Chair shall make every reasonable effort to contact all committee members prior to the decision being made. In the event that not all of the committee members are available, a consensus must involve at least 2 committee members plus one member of the Church Council.
- 7.5 Requests may only be approved if there are monies available within the project category in accordance with ¶ 1.2 unless the deviation procedure is followed in ¶ 7.6.
- 7.6 Deviation Procedure: Notwithstanding ¶ 7.5 requests may be approved if there are monies in another category and if the committee agrees by consensus that the monies of another category should be used given the circumstances and the

nature of the request. If monies from another category are used then the funds shall be re-balanced upon receipt of future donations.

- 7.7 Requests of an ongoing nature from the Community and World categories cannot be approved as it is unknown if there will be sufficient funds available.

8 DISBURSEMENTS

- 8.1 The committee shall recommend to the Church Council disbursements exceeding \$1000.00 prior to disbursement except for those, in the committee's judgment, where disbursement is required on an urgent basis.
- 8.2 Notwithstanding ¶8.1 the committee may disburse approved requests if the amount of the disbursement does not exceed \$1000.00 and the disbursement is urgent.
- 8.3 All disbursements shall be in the form of a cheque; two signatures are required on the cheque.

9 UNSPENT AMOUNTS

- 9.1 If monies allocated to a specific category are not used by November of the following calendar year, they shall be disbursed in accordance with the default actions associated with the category in ¶ 1.2.