

**PRESBYTERIAN CHURCH (U.S.A.), A CORPORATION  
GIFT ACCEPTANCE POLICY**

- I. Purpose of Policy** The purpose of this gift acceptance policy (“Policy”) is to define and communicate with donors the types of gifts that the Presbyterian Church (U.S.A.) A Corporation (PC(USA)) is able to accept, administer and disburse and to be transparent with donors regarding the uses of their gifts.

This policy is adopted by the Presbyterian Church (U.S.A.), A Corporation on behalf of the Office of the General Assembly (OGA) and the Presbyterian Mission Agency (PMA). The Presbyterian Historical Society has an additional gift acceptance policy for its unique situation.

**II. Donor’s use of legal counsel**

PC(USA) does not provide personal legal, financial or other professional advice to donors or prospective donors (collectively referred to as “Donors”). Donors are strongly encouraged to seek the assistance of their own professional advisors in matters related to their gifts and the resulting tax and estate planning consequences.

**III. PC(USA) use of legal counsel**

PC(USA) seeks the advice of outside legal counsel as its Office of Legal Services deems appropriate on matters relating to acceptance of gifts.

**IV. Gift Restrictions.**

The Presbyterian Church (U.S.A.) A Corporation will receive and disburse gifts to the appropriate agency in accordance with donor instructions. Donor gifts will be used for the purpose presented unless the ministry or project becomes over-subscribed, impracticable, impossible, illegal or inappropriate. In those cases, the donation will be used to support a similar ministry or held to support the same ministry in a future year. This is done so that a donation will support ministry where it is needed most and will have the biggest impact.

The Presbyterian Church (U.S.A.), A Corporation will not accept gifts with restrictions that conflict with General Assembly mission, values, policies or stances. All final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the gift acceptance committee and reported to the A Corporation Board, which may review the decision.

**V. Acceptable types and forms of gifts.**

**The Presbyterian Church (U.S.A.) A Corporation** is thankful for the many ways that Donors give to support the work of Jesus Christ in this broken world. Acceptable gifts include:

- **Cash** (cash, checks, wire or other transfers, and credit cards).

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- **Marketable Securities:** Marketable securities will be sold as soon as possible after acceptance. The PC(USA) can receive securities, including mutual fund shares (1) in certificate form, (2) via direct transfer from brokerage accounts, or (3) from direct purchase stock plans.
- Required Minimum Distributions (RMD) from Individual Retirement Accounts.

In some circumstances, and only with pre-approval, the PC(USA) may also accept non-traditional assets. These assets can only be accepted if there is an expectation that they can be converted into cash within a reasonable amount of time. Gifts with inappropriate restrictions - those which are not in the best interest of the PC(USA) - shall not be accepted.

Gifts of non-traditional assets may be facilitated through the Presbyterian Church (U.S.A.) Foundation. Acceptable non-traditional assets might include:

- Tangible Property (only if there is no storage or insurance cost and the property is easily liquidated).
- Real Estate (following a review of marketability, environmental risks and any limitations or encumbrances on the title. Costs associated with the acceptance, conveyance and delivery of the gift, including, but not limited to recording fees, inspection fees, current survey, title insurance and/or an attorney's title opinion, will be paid by the Donor.)
- Patents or Royalties (all gifts must fall within ethical guidelines of the General Assembly of the Presbyterian Church (U.S.A.) and meet all applicable local, state and federal laws and regulations).

## **VI. Reporting Requirements**

Internally, individual program areas and partner agencies will receive a monthly report of receipts in order to recognize and thank Donor activity. Additional internal reports for goal-setting and management purposes will also be produced.

Externally, each Donor will receive an Internal Revenue Service compliant receipt acknowledging their gift. PC(USA) will comply with applicable federal, state, and local law with regard to reporting gifts.

In addition to periodic programmatic reports and the Annual Report, Donors can request detailed information on programmatic emphases supported by their gift.

## **VII. Adherence to ethical standards**

The PC(USA) adheres to the Code of Ethics

(<http://www.afpnet.org/files/ContentDocuments/CodeofEthics.pdf>) and Donor Bill of Rights

(<http://www.afpnet.org/files/ContentDocuments/Donor%5FBill%5Fof%5FRights.pdf>) established by the Association of Fundraising Professionals.

**VIII. Donor Privacy Commitment**

The PC(USA) will not sell, rent, or share donor names or personal information with any other entity, nor send mailings or other solicitations to donors on behalf of other organizations.

Outside vendors/contractors engaged to assist in the church's mission are contractually bound by the same donor privacy policy and rules of confidentiality and non-disclosure as the organization imposes on itself and its employees.

This donor privacy commitment applies to all information received by PC(USA), both online and offline, on any Platform ("Platform", includes the PC(USA) website and mobile applications), as well as any electronic, written, or oral communications.

**IX. Administrative Costs**

PC(USA) may assess donor restricted funds for a portion of administrative costs.

**X. Gift Acceptance Committee**

There will be a Gift Acceptance Committee ("Committee") for purposes related to this policy. The committee shall be appointed by the A Corporation President, the Presbyterian Mission Agency Executive Director, and the Stated Clerk. As such the Committee has the authority to handle inquiries, negotiate with donors, assemble documentation, and execute agreements on behalf of PC(USA). Such activities must follow approved procedures, and PC(USA) legal counsel must advise on exceptions to established practice. The Committee may delegate any and all aspects of the Donor inquiry and agreement process to PC(USA) staff. The Committee shall review any and all proposed gifts which constitute an exception to the standards outlined in this Policy as well as all proposed gifts of non-traditional assets. The Committee shall also make recommendations to the PC(USA) Board on gift acceptance issues when appropriate.

**XI. Annual review**

This Policy will be reviewed annually. Changes will be submitted to the A Corporation Board for approval.

*Revisions Approved by the Board of Directors  
of the Presbyterian Church (U.S.A.), A Corporation  
February 14, 2022*