



REVISION HISTORY

New document adopted [06/11/14].

BACKGROUND/PURPOSE

As a vision-driven community, UUCWC depends on the generosity of those who participate in its ministry. It is in the interest of our community to recognize and celebrate the generosity of its members. The purpose of this document is to assign responsibility, authority, and accountability for appropriate acknowledgement of every gift.

POLICY

1. **Gifts may be unrestricted or designated.** Regardless of whether a gift is unrestricted or designated, it must be acknowledged promptly and clearly.
 - a. *Unrestricted* gifts are those not assigned to specific purposes; they are deposited to the general fund to be disbursed in accordance with the annual operating budget.
 - b. *Designated* gifts are given to accomplish the donor's specified purposes; acceptance of designated gifts is governed by the Gift Acceptance Policy.
2. **Annual Giving Contributions (Pledging).** The Stewardship Team has the responsibility and authority to acknowledge pledges of financial commitment made through the annual pledge campaign, and to acknowledge payments in fulfillment of those pledges in a timely and consistent manner. The Finance Committee is accountable to the Board for timely and consistent acknowledgement of gifts in fulfillment of pledges and for holding the Stewardship Team accountable for implementation of pledge acknowledgement procedures.
3. **Gifts to the Endowment.** The Endowment Committee has the responsibility and authority to acknowledge a pledge or gift to the endowment. The Endowment Committee is accountable to the Board for timely and consistent acknowledgement of endowment pledges and gifts.
4. **Honorific Gifts.** If a gift to honor the memory or contributions of a particular person is unrestricted, the Finance Committee has the responsibility and authority to acknowledge the honorific gift. The Finance Committee is accountable to the Board for timely and consistent acknowledgement of honorific gifts. If an honorific gift is designated, the Board Secretary has the responsibility and authority to acknowledge the honorific gift. The Secretary is accountable to the Board for timely and consistent acknowledgement of honorific gifts.



5. **Designated Gifts.** Unless this policy otherwise specifies, the following rules apply to recognition of designated gifts.
 - a. If a committee or team solicits contributions for a designated purpose, the soliciting group has the responsibility and authority to acknowledge a gift made in response to the solicitation. That group is accountable to the Finance Committee for timely and consistent acknowledgement of solicited gifts, and is required to follow Finance Committee procedures to account for funds received in response to a solicitation for a designated purpose.
 - b. If a donor offers an unsolicited gift for a designated purpose and the gift is accepted in accordance with the Gift Acceptance Policy, then the Board Secretary has the responsibility and authority to acknowledge the gift and is accountable to the Board for timely and consistent acknowledgement of it.
6. **Display.** The Finance Committee, after consultation with the Stewardship Team, the Minister, the Facilities Management Team, and with the advice and consent of the Board, has the responsibility and authority (a) to establish a display of a permanent or semi-permanent nature to honor significant financial gifts, and (b) to write procedures that specify the gifts that qualify as “significant.” The Finance Committee is accountable to the Board for establishing the display and writing procedures within a time to be agreed upon with the Board.
7. **Donor Anonymity.** A donor who wishes to remain anonymous may do so, but the group or person with responsibility for acknowledging an anonymous gift is required to do so if possible. A donor’s identity will not be used in official announcements of the church without the expressed permission of the donor.

GUIDELINES

[to be developed separately by Finance Committee]