



Policy 501 – Gift Acceptance Policy

The purpose of this Gift Acceptance Policy is to provide a general and brief guideline relating to the acceptance and processing of gifts consistent with the St. Cecilia Catholic Church mission and in support of its core values and programs. Donors and prospective donors are urged, as well as solely responsible for, seeking the assistance and advice of independent professional advisors, including, but not limited to, tax, legal or financial advisors, prior to and in matters relating to making a gift. This Policy does not anticipate all possible gift situations.

A gift will be accepted by St. Cecilia Catholic Church only if there is a reasonable expectation that accepting the gift will be of a charitable nature that will ultimately benefit St. Cecilia Catholic Church. Donations and other forms of support will generally be accepted from individuals, partnerships, corporations, foundations, government agencies or other entities. When considering whether to solicit or accept gifts, St. Cecilia Catholic Church will consider factors which include, but are not necessarily limited to, the following:

1. Whether the gift supports the core values and mission of St. Cecilia Catholic Church.
2. Whether there is compatibility between the intent of the donor and St. Cecilia Catholic Church 's use of the gift.
3. Whether acceptance of the gift would damage or compromise the reputation of St. Cecilia Catholic Church Church.
4. Whether the primary benefit is to St. Cecilia Catholic Church versus the donor.
5. Whether the gift is offered in a form that St. Cecilia Catholic Church can use without incurring substantial expense, burden or difficulty in relation to the gift.
6. What is the impact of the gift on St. Cecilia Catholic Church.

Donors are encouraged to make the least restrictive gifts. Gifts must be made to St. Cecilia Catholic Church and not to individuals who represent St. Cecilia Catholic Church. Gifts that are overly restrictive, burdensome or inconsistent with the St. Cecilia Catholic Church mission and values cannot be accepted. Some gift types, however, require prior review and written approval by the Pastor and/or St. Cecilia Catholic Church Administration before they can be accepted by St. Cecilia Catholic Church Church.

1. Unrestricted cash gifts are the most popular way to support the St. Cecilia Catholic Church mission. Cash gifts will generally be accepted without prior review and approval. Cash gifts are acceptable in any form, including by check, money order, credit card, or on-line. Checks shall be made payable to St. Cecilia Catholic Church Church. Checks shall not be made payable to individuals who represent St. Cecilia Catholic Church. Donors/Benefactors



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wishing to make a gift by credit card must provide the card type (e.g., Visa, MasterCard, American Express), card number, expiration date, and name of the card holder as it appears on the credit card.

2. Certain types of Donations/Gifts must be reviewed prior to acceptance due to the special liabilities and obligations they may pose for St. Cecilia Catholic Church. Examples of gifts which will be subject to prior review and written approval include, but are not necessarily limited to, restrictive gifts, gifts of real property, gifts of personal property, gifts of securities, gifts of life insurance, gifts of in-kind personal services, and gifts of real estate. Such listing of gift types requiring prior review and approval is not exhaustive. Donors are urged to first contact the Pastor or St. Cecilia Catholic Church Administration regarding gift types that may not be able to be accepted.

All decisions regarding the restrictive nature of a gift, and its acceptance or refusal shall be made by the Pastor. St. Cecilia Catholic Church reserves the right to decline any financial commitment, gift, pledge or bequest, as well as the right to determine how a gift will be credited and/or recognized. St. Cecilia Catholic Church will administer gifts properly and will comply with all applicable laws and regulations including those governing reporting and retention and acknowledgement of gifts. Any gifted item that is accepted becomes the exclusive property of St. Cecilia Catholic Church. St. Cecilia Catholic Church may determine at any time to discontinue the use of any donated item.

St. Cecilia Catholic Church is extremely grateful that donors wish to support the St. Cecilia Catholic Church mission. St. Cecilia Catholic Church will endeavor to use accepted gifts to the best extent possible.

Approved: September 21, 2022

Last Reviewed: