

## **ST. PETER'S UNITED CHURCH PLANNED GIFTS FUND PLAN OF OPERATION**

The St. Peter's United Church Planned Gifts Fund (referred to in this document as the "Fund") was established by the congregation at a meeting held on February 8, 2004.

These guidelines are intended to provide some direction to those that have specific responsibilities for the Fund's operation. They are intended to facilitate its operation by clarifying and expanding on the enabling resolution.

### What is a Planned Gift?

90 percent of Planned Gifts are gifts made through wills (bequests). Current giving generally comes out of a person's current income while a bequest comes out of assets left at death, when current giving ceases. affected.

The types of Planned Gifts include

- bequests
- United Church gift annuities
- gifts of life insurance
- charitable remainder trusts
- gifts of residual interest
- major cash gifts and interest-free loans
- gifts of listed securities (stocks, bonds, mutual funds), and
- gifts of stripped bonds

More information on these various types of gifts can be obtained from the Planned Giving section of The United Church of Canada's web site: [www.united-church.ca/plannedgiving](http://www.united-church.ca/plannedgiving).

### Purpose of the Planned Gifts Fund

Planned Giving is simply another way for members and adherents to support the ministry of the church. Many dedicated members and adherents have a strong commitment to their faith and to the ministry of St. Peter's United Church. They should be given the opportunity to reflect that commitment in their will or other Planned Gift.

The Fund is intended to be separate and distinct from all other church funds. It is not intended that money from the Fund be used to cover regular and ongoing operational requirements of the church. The Fund is less likely to interfere with current giving if it is used to expand the ministry and mission outreach of St. Peter's United Church.

### Allocation of Responsibilities

The Finance Committee is responsible for the promotion of Planned Giving and the operation of the Fund in accordance with this Plan of Operation. The Finance Committee is also responsible for holding the funds according to policies and procedural guidelines approved by the congregation.

### Responsibilities of the Finance Committee

The Finance Committee shall:

- (i) develop and promote a Planned Giving Program for the congregation;
- (ii) provide information to interested members and adherents about the Planned Giving Program;
- (iii) be a resource to members and adherents who wish to make a Planned Gift;

- (iv) report annually to the congregation and periodically to the Church Council;
- (v) keep a permanent record of donations to the Fund;
- (vi) manage the Fund in accordance with these operating guidelines and in accordance with policies and procedures established by the congregation,;
- (vii) review any restrictions on any proposed Planned Gift to the congregation in accordance with the Gift Acceptance Policy contained in these guidelines;
- (viii) periodically review these guidelines so that any recommended changes may be presented to the Church Council and then the congregation for approval;
- (ix) receive and consider ideas from members, adherents and Committees of St. Peter's United Church as to how to disburse available funds in accordance with the guidelines outlined in this Plan of Operation; and
- (x) recommend to the Church Council the manner in which Funds coming out of the Fund are to be spent.

All communication between individuals and members of the committee is to be held in the strictest confidence. Members of the committee must be careful to avoid all conflicts of interest. The interests of the congregation must be the guiding concern.

### Inquiries

Members and adherents interested in learning more about Planned Giving should contact a member of the Finance Committee.

Members and adherents may also wish to contact a Gift Planner from the United Church. The name of the United Church's Gift Planner for our area can be obtained by contacting the church office or by contacting the national office of the United Church of Canada.

Anyone wishing to make a Planned Gift to the church is encouraged to seek professional advice (Lawyer, Chartered Accountant, etc.).

### Investment

The Finance Committee is the custodian of the Fund and is responsible for investing and administering the funds. This includes the safekeeping and maintenance of all required financial records.

The Finance Committee is hereby directed to follow the "prudent investor" standard regarding the investment of such funds as found in the Trustee Act of Ontario.

There will be an annual review of the Fund by an independent auditor or review person appointed by the Church Council. At each annual meeting of the congregation, the Finance Committee will provide financial statements for the previous year along with a report of this audit or review.

### Receipts

Any gifts that specify the use to which the gift is to be put will be known as designated gifts. They will not form part of the Planned Gifts Fund. Such gifts will be used in accordance with the intentions stated by the donor.

It is expected that most donations to the Fund will be bequests through wills, United Church gift annuities and gifts of securities.

The Finance Committee will promote the donation of undesignated gifts to the Fund. Undesignated gifts are those with no conditions attached to the use of the funds.

## Gift Acceptance Policy

The Finance Committee will carefully consider the nature, extent and impact of restrictions attached to gifts. The restrictions may be due to the type of gift (life insurance policy, real estate, etc.) or may be due to the use that the donor has specified for the gift.

With respect to the first type of restriction, the Finance Committee will seek professional help, if necessary, in determining whether to accept the gift.

With respect to the second type of restriction, the Finance Committee might recommend against accepting a gift if, for example, it is specified for a cause or organization that the church does not support, or if the terms and conditions around the gift impose unreasonable demands.

If the Finance Committee decides that a gift should not be accepted, such recommendation must be made within 30 days (July and August excepted) to the Church Council which must decide within 30 days (July and August excepted) whether to accept the gift. Given the 30-day requirement for accepting gifts, the Church Council may decide to authorize the Executive of the Church Council to make decisions on whether to accept gifts.

## Disbursements

It is not intended that money from the Fund be used to cover regular and ongoing operational requirements of the church. Rather, money from the fund will be used to support and enhance the ministry of St. Peter's United Church in the following areas:

- (a) Outreach/Worship and Christian Education
- (b) Building, capital improvements or other special work, activities or improvements which otherwise might not be undertaken

The Fund shall be divided into two parts to reflect the above two areas of ministry supported by the Fund. All undesignated Planned Gifts received shall be divided equally between the Building/Capital portion of the Fund and the Outreach/Worship and Christian Education portion of the Fund.

The Outreach/Worship and Christian Education portion of the Fund should normally be used for expenditures that have not previously been paid for out of the church's normal operating budget. However, this restriction does not apply to any additional support for projects of The United Church of Canada including the Mission and Service Fund. Some examples of the types of things that may be possible under this category of ministry support are:

- Outreach into the community for program, institutions and agencies to which this congregation relates
- Locating a provincial or national congregation to which SPUC could offer support
- Development of a scholarship program to assist congregation members in theological education
- Development of worship (including music)
- Enabling members to grow in Christian faith through leadership courses/training/conferences
- Broadening our congregational service base - increase openness to needs in community
- Paid part-time help to develop programs for our Junior & Youth Congregation (i.e. lesson preparation, youth helping seniors programs, etc.)
- Exchange opportunities with faiths from other countries
- Support of well drilling programs in other countries
- Provision of financial support for families and individuals in need, who are members of our congregation/community

It is intended that the Building/Capital portion of the Fund not be used to cover regular ongoing maintenance of the Church building. Rather, it is intended that this portion of the Fund be used to help offset the cost of major building or capital repairs and improvements that may be necessary from time to time. Ideally, the spending of this portion of the Fund will be in accordance with a long-term plan setting out foreseeable major building/capital repairs and improvements. Some examples of the types of things that may be possible under this category of support are:

- Major building repairs and expenses
- Elevator
- New flooring for sanctuary and narthex
- Renovate front entrance for lighting and safety
- New sign
- Stain glass windows
- Pave parking lot
- Grand piano for sanctuary

The Finance Committee shall recommend to the Church Council the manner in which money coming out of the Fund is to be spent. Any member, adherent or committee of the Church may present their ideas in writing to the Finance Committee. The Committee shall consider all ideas presented to them in addition to ideas from the Finance Committee itself. The Committee shall assess how these ideas fit in with the disbursement criteria in this Plan of Operation as well as how they fit in with the overall vision and priorities of St. Peter's United Church. How much of the available funds are spent at any time will be affected by the amount of available funds, the type(s) of proposal(s) being considered and the types of opportunities that might arise in the future.

Disbursement of money from the Fund must be in accordance with these guidelines. However, deviations to meet emerging needs may be approved at a duly constituted meeting of the congregation. An excess of prudence should not prevent an appropriate response to an emergency or opportunity.

#### Amendments

Amendments to this Plan of Operation or the enabling resolution require a two-thirds vote of the members present and voting at an annual meeting of the congregation for which notice of intent to amend the Plan of Operation or resolution has been given, or at a special meeting called for the purpose of amending the Plan of Operation or enabling resolution.

#### Termination

In the event that St. Peter's United Church ceases to exist, disposition or transfer of the Fund shall be in accordance with the Manual of the United Church of Canada.