

**THE TRUSTEES OF THE DIOCESE OF VERMONT
GIFT ACCEPTANCE POLICY**

Purpose

1 This gift acceptance policy will provide guidelines to representatives of the Trustees who may be
2 involved in the review and acceptance of gifts, to outside advisors who may assist in the gift
3 planning process, and to prospective donors who may wish to make gifts to:

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- 5 a. The Bishop of the Episcopal Diocese of Vermont
- 6 b. The Episcopal Diocese of Vermont
- 7 c. The Trustees of the Diocese of Vermont (the “Trustees”)
- 8 d. The Trustees for the benefit of any congregation, Episcopal institution within the State of
9 Vermont, or the Episcopal Diocese of Vermont
- 10 e. The Green Mountain Episcopal Legacy Fund
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12 Where appropriate, this policy may be utilized by the Trustees respecting gifts made directly to a
13 congregation, institution, or ministry and said beneficiary requests that the Trustees manage such
14 gifts.

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16 While the Trustees reserve the right to alter these guidelines at any time and to retain maximum
17 flexibility in the acceptance of a gift, the gift review *process* outlined here is intended to be
18 followed closely.

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20 The Trustees reserve the right to decline any gift that does not further the mission of the Diocese,
21 congregation, or institution, or that would create an administrative burden or cause the Diocese
22 to incur excessive expenses.

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Gift Review Committee: Composition and Process

24 The Trustees together with the Bishop and the Financial Administrator shall establish a Gift
25 Review Committee. The Committee, unless otherwise designated by the Diocesan Council, will
26 be comprised of: the Financial Administrator, the Chancellor, the Chair of the Trustees’
27 Investment Committee, and the Bishop or the Bishop’s designee. The chair of the committee
28 shall be selected by its members. When the gift is to a congregation, the clergy leader of the
29 congregation shall be a non-voting member of the Committee, ex-officio. When the gift is to a
30 ministry or institution, a representative of the recipient of the gift may be invited to participate in
31 the process on a non-voting basis.

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33 All tenders of gifts and bequest shall be received and processed by the Financial Administrator.
34 The Financial Administrator shall make copies of the instrument of donation and any cover letter
35 and promptly forward them to the members of the Committee and to the Historiographer.

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37 All gifts and bequests other than unrestricted cash and publicly traded securities are subject to
38 review by the Committee, which shall determine whether the purpose and terms of a gift or
39 bequest, and any restrictions on use of principal or income, are consistent with purpose and
40 intent of any fund account managed by the Trustees.

42 The Committee's decision to accept or decline any gift shall be communicated in writing to the
43 Financial Administrator and Historiographer. The Historiographer shall prepare a concise
44 summary of the terms of any gift that is accepted and add such summary to the Diocesan Gift
45 Catalog. The Financial Administrator shall enter each accepted gift in the Diocesan Unit Fund
46 record system and forward the proceeds to the custodian of the Unit Fund for investment.

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48 **Gift Review Guidelines**

49 The following are guidelines for use by the Gift Review Committee.

Cash, including Checks

- 50 1) Unrestricted gifts of cash are not subject to review by the Committee.
51 2) In no event shall a check be made payable to an individual who represents the Episcopal
52 Diocese of Vermont or the church in any capacity.
53 3) A tender of cash when accompanied by a statement restricting the use of the gift and/or
54 requesting a named or other specific designation must be at least \$25,000 and is subject to the
55 review by the Committee.
56 4) A restricted gift of cash for less than \$25,000 may be accepted and distributed immediately or
57 placed in an existing fund substantially consistent with the donor's wishes.

Publicly Traded Securities

58 Readily marketable securities, such as those actively traded on a national stock exchange or in
59 the over-the-counter market, may be accepted. All marketable securities shall normally be sold
60 as soon as practicable following receipt, unless otherwise directed by the Trustees' Investment
61 Committee.

Closely Held Securities

- 62 1) Non-publicly-traded securities may be accepted only after approval by the Trustees'
63 Investment Committee.
64 2) The Trustees' Investment Committee will explore valuation and methods for liquidation of the
65 securities through redemption or sale **prior to acceptance**. The Committee will try to determine:
66 a) Any restrictions on transfer
67 b) Whether and when an initial public offering might be anticipated
68 3) No commitment for resale of closely held securities shall be made prior to completion of the
69 gift of the securities.

Real Estate

- 70 1) Gifts of real estate may be accepted only after review by the Committee. Gifts of real estate
71 must be accompanied by an appraisal of the property: a) performed by an independent and
72 professional agent; b) based upon a personal visitation and internal inspection of the
73 property, and c) containing documented valuation of comparable properties located in the
74 same area, photographs of the property, the tax map number, the assessed value, the current
75 asking price, a legal description of the property, the zoning status, and complete information
76 regarding all mortgages, liens, litigation or title disputes.
77 2) The Episcopal Diocese of Vermont reserves the right to require an environmental assessment
78 of any potential real estate gift.
79 3) The property must be transferred to the Trustees prior to any formal offer or contract for
80 resale being made.

- 81 4) The donor may be asked to pay for all or a portion of the following:
82 a) Maintenance costs
83 b) Real estate taxes
84 c) Insurance
85 d) Real estate broker's commission and other costs of sale
86 e) Appraisal costs
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Life Insurance

- 88 1) Gifts of life insurance may be accepted only after review by the Committee.
89 2) Gifts of life insurance may include ownership of a policy or beneficiary of all or a portion
90 of the proceeds of a policy.
91 3) The Trustees will accept **ownership** of a life insurance policy as a gift only when the
92 beneficiary identified above is named as 100% owner and beneficiary.

Tangible Personal Property

- 93 1) Gifts of tangible personal property may be accepted only after review by the Committee.
94 2) The gift's value shall be assessed for its value to the Episcopal Diocese of Vermont. Value
95 may be realized either by being sold or used in connection with the Diocese's exempt
96 purposes.
97 3) Depending upon the anticipated value of the gift, a qualified outside appraiser may be asked
98 to determine its value and such appraisal may be asked of the donor as a condition of
99 acceptance.
100 4) The Donor must provide all information to comply with IRS reporting requirements.

Deferred Gifts

- 101 1) The Trustees encourage deferred gifts in its favor through any of a variety of vehicles:
102 a) Charitable gift annuity (or deferred gift annuity)
103 b) Pooled income fund
104 c) Charitable remainder trust
105 d) Charitable lead trust
106 e) Bequest
107 f) Retained life estate
108 2) Neither the Trustees, nor The Episcopal Diocese of Vermont (or its agent) shall act as an
109 executor (personal representative) for a donor's estate. A member of the diocesan staff, or a
110 member of a diocesan board or committee, serving as personal representative for a member
111 of the diocese does so in a personal capacity and not as an agent of the Diocese.
112 3) Neither the Trustees nor The Episcopal Diocese of Vermont (or its agent) shall act as trustee
113 of any charitable remainder trust accepted by the Committee.
114 4) The Trustees and the Episcopal Diocese of Vermont may invite prospective donors to
115 consider gift vehicles offered by The Episcopal Church Foundation (specifically, Charitable
116 Remainder Trusts, Charitable Gift Annuities and the Pooled Income Fund).
117 5) The Trustees will seek qualified professional counsel in the exploration and execution of all
118 planned gift agreements. The Trustees recognize the right of fair and just remuneration for
119 professional services. Such remuneration shall be reimbursed by or for the donor.
117 6) The Trustees reserve the right to decline any gift that does not further the mission of the
118 Diocese, congregation, or institution that would create an administrative burden or cause the
119 Diocese to incur excessive expenses.