

Restricted Giving Policy

Revised by Board of Elders: 4-19-2011

Purpose

This policy governs restricted giving to all Chapel ministries with the exception of those for which specific policies have been written and adopted by the Board of Elders.

Presently, the following specific giving policies have been adopted:

- Special Needs
- Mission Trip Fund Raising
- Community Outreach Fund
- Timothy Apprentices

Goal of This Policy

The Chapel's Board of Elders desires that The Chapel congregation support the overall vision and goals of The Chapel. Specifically targeted restricted giving, other than to approved restricted giving funds, circumvents this vision and creates priority funding that may not be consistent with the vision of The Chapel. This restricted giving policy sets forth a process for handling those funds that are not delineated above.

Process

Funds that are received that have been designated to a specific ministry will be utilized for the general budgetary needs of the particular ministry department. They will be used to offset the following ministry costs: personnel and fringe benefits, overhead, supplies and training. The funds will not be an addition to the department's overall budget, i.e. not discretionary funds to be utilized in addition to the ministry budget.

Designated restricted funds will be tracked by The Chapel Business Administrator for each ministry. In the event a ministry receives more specific donations than the combination of their budget and associated expenses, the Management Team and/or The Chapel's Board of Elders will determine where the excess funds will be used.

Establishing a Restricted Fund

If a ministry wishes to establish a restricted fund for a specific capital purchase (such as playground equipment), they must obtain the approval of the Board of Elders or Management Team. Once approved, restricted funds set aside in this manner are not immediately subject to the monthly transfer to the General Operating account.

All communications requesting funds for a specifically approved restricted fund must contain the following disclaimer:

In the event more funds are received than are needed for this particular project, any excess will be utilized in a project of similar importance.

Gifts to Non-existing Ministries or Projects

If a donor makes a gift to a non-existent ministry or project (such as a pipe organ fund) the Board of Elders and/or Management Team will decide whether or not the Lord is leading in that direction. If the Board feels He is not, the donor will be asked by the Chairman of the Board of Elders or the Senior Pastor to redirect their giving to another Chapel ministry or project.

Large Restricted Gifts

If anyone donates \$5,000 or more to a specific existing Chapel ministry, the Chapel Treasurer or the Chairman of the Board of Elders will contact them and discuss their intent. Depending on what the donor designated, he may be asked for a secondary designation.

Location Specific Gifts

Location specific donations should be deferred until such time as the individual is comfortable with contributing without location specific designation.

Other Requests

Any situation not addressed by this document shall be referred to the Board of Elders for appropriate discussions between the Board and the donor.

Approved by Board of Elders: 4-22-03

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