

Pittman Park UMC — Permanent Endowment Fund

From Generation To Generation: Providing for Pittman Park's Next 70 Years

How you can leave a lasting legacy that strengthens Pittman Park's mission and ministry for years to come.

1) Why an Endowment?

An endowment is a permanent fund that is invested to create a long-term source of income—supporting ministry opportunities beyond the annual operating budget and providing stability through changing seasons. Legacy giving is giving “for the long term”—often from accumulated assets—so your impact continues beyond your lifetime.

2) How the Fund Works

- Gifts are placed in the Permanent Endowment Fund and held as a lasting resource.
- The principal is protected (not spent) except by specific prior approval of the Charge Conference.
- Each year, the Legacy Ministry Committee may distribute up to 4% based on a rolling twelve-quarter average of the Fund's fair market value; undistributed income is reinvested.

3) Where Gifts Can Go: Fund Options

General Endowment Fund

- Wood-Dozier Endowment Fund - all undesignated gifts go here

Designated Funds (as established/approved)

- Brad Brady Capital Improvements Fund
- Additional designated funds may be established as needed and approved.

Naming a Designated Fund

- A donor may establish a named designated fund with a gift and/or pledge of \$100,000 or more (with a written agreement defining purpose).

4) Ways to Give (Now or Later)

Outright gifts may include:

- Cash/checks
- Publicly traded securities
- Other assets (accepted per policy and approvals)

Planned gifts may include:

- Bequests (wills) — actively encouraged
- Trusts (including charitable remainder trusts; with fiduciary support as appropriate)
- Beneficiary designations (life insurance, retirement plans), gift annuities, and more

Care & Stewardship Note

- Gifts are reviewed to ensure they truly serve the church's mission; the committee may decline gifts that are overly restrictive, costly to maintain, or otherwise not aligned.

5) Oversight & Accountability

- The Fund is administered by the Permanent Endowment and Planned Giving Ministry Committee (Legacy Ministry Committee) as established by Charge Conference.
- The Board of Trustees retains responsibilities and works closely with the Committee for the financial security of the church.
- The Georgia United Methodist Foundation is appointed as the institutional custodian to invest permanent funds under an investment management agreement.
- Donor information is handled with confidentiality, with recognition only when donors permit.

6) Invitation: Join the Legacy

This endowment is one way we say: *thank you* for what we have been blessed with, and yes to what God will do next. If Pittman Park has shaped your life, your family, or your faith, we invite you to help ensure that impact continues ***from generation to generation***.

7) Next Steps / Contact

- For more information about options, talking through a legacy gift confidentially, or establishing a named fund, please contact: admin@pittmanpark.org or 912-681-3213

**CHARGE CONFERENCE RESOLUTION ESTABLISHING A
PERMANENT ENDOWMENT AND PLANNED GIVING MINISTRY COMMITTEE
AND PERMANENT ENDOWMENT FUND FOR
PITTMAN PARK UNITED METHODIST CHURCH OF STATESBORO, GEORGIA**

DESIGNATION OF FUND

This Fund shall be known as the Pittman Park United Methodist Church Permanent Endowment Fund, hereafter referred to in this document as “the Fund.”

There shall be a Permanent Endowment and Planned Giving Ministry Committee of the Church, also known as the Legacy Ministry Committee (“the Committee”), established with the responsibility and authority for directing the administration of the Fund in accordance with the relevant provisions of the Discipline and as further defined in this Resolution.

The Fund and its administration will conform to all applicable Georgia laws and regulations, any applicable Federal laws and regulations including the provisions of the Internal Revenue Code, and the current Book of Discipline of The United Methodist Church, particularly pertaining to Paragraph 2534.

PURPOSE OF FUND

The Fund is established and shall be operated exclusively for charitable purposes.

The Fund is established to provide members and friends the opportunity to make charitable gifts to Pittman Park United Methodist Church, Inc. (hereafter referred to as “the Church”) that will become a permanent endowment for financial support and a living memorial.

The Fund is intended for Church purposes which are not funded through the annual operating budget; however, gifts which intend to supplement programs and ministries are appropriate.

There shall be a General Endowment Fund which shall contain all undesignated gifts. Special designated funds within the Fund may be established as provided herein.

Undesignated:

- Wood-Dozier General Endowment Fund

Designated funds that may be established with a minimum investment:

- Brad Brady Capital Improvement Fund
- Any other fund that shall be designated from time to time by the Permanent Endowment and Planned Giving Ministry Committee and approved by the Charge Conference.

DISTRIBUTION OF INCOME

Unless restricted by the donor, and subject at all times to the direction and supervision of the Charge Conference, the distribution of the income from all endowment funds shall be determined by the Permanent Endowment and Planned Giving Ministry Committee, consistent with the purposes of the Fund and this Resolution. Distributions from any designated fund shall be made only for the purposes stated by the donor (or the establishing agreement), and if a proposed distribution would be inconsistent with donor intent, the Committee shall not authorize it.

Except as provided for below, the Committee is authorized to distribute annually for such purposes an amount not greater than the “income” of the Fund defined as follows: An amount determined each year as four percent (4%) of a rolling twelve-quarter average of the fair market value of the Fund as determined on the first business day of the past 12 quarters (“Income”). Any Income not so distributed shall be added to the principal and reinvested.

The Committee is authorized to distribute both Income and principal of the Brad Brady Capital Improvement Fund to fund specific capital improvement projects requiring \$100,000 or more. Such action shall require a formal recommendation of a specific project by the Church Council and shall then be approved by the Committee.

With the creation of a special designated fund within the Fund, the Charge Conference and Committee can establish an alternative definition of “income” based on the specific needs of the special designated fund.

DELEGATION OF AUTHORITY; RESERVED POWERS OF THE BOARD OF TRUSTEES

Pursuant to ¶2533.5 of the Book of Discipline and by action of this Charge Conference, the power, duty, and authority to receive, accept, reject, administer, manage, and invest endowment and planned giving gifts, including bequests, trusts, trust funds, devises, and other transfers of property of whatsoever nature designated for or directed to the Fund, is hereby delegated to the Committee to the fullest extent permitted under the Discipline, Georgia law, and other applicable law, upon notice to the Board of Trustees. This delegation is intended to be construed as broadly as the Discipline permits; however, the Committee acts at all times subject to the direction and supervision of the Charge Conference, and nothing herein limits the Charge Conference’s authority to direct the Committee, to review or overturn transactions it deems excessive, or to remove Committee members who do not carry out Charge Conference directions.

The Board of Trustees shall retain those duties and responsibilities assigned to it directly by the Discipline that cannot be delegated, including without limitation: supervision, oversight, and care

of all real property owned by the Church under ¶2533.1; annual insurance review under ¶2533.2; use of property matters under ¶2533.3; parsonage review under ¶2533.4; accessibility audit under ¶2533.6; and records and archives evaluation under ¶2533.7. In addition, the Board of Trustees retains such property and corporate responsibilities as may be required by the Discipline and applicable law for the holding, conveyance, and disposition of property. Except as so retained, the Committee is delegated authority as described in ¶2533.5 and ¶2534 for the receipt, acceptance, rejection, investment, administration, and management of assets designated for or directed to the Fund.

For gifts of real property to the Fund, the Committee shall have the authority to recommend acceptance or rejection of such gifts in consultation with the Board of Trustees, which shall assist with due diligence, title, environmental matters, and physical disposition of such property. Any conveyance, deed, closing document, or other instrument required to acquire, hold, or dispose of real property shall be executed through the Board of Trustees and/or the Church's corporate officers as required by the Discipline and applicable law, with the Committee directing the placement of net proceeds into the Fund and the administration of such proceeds thereafter. Upon liquidation of any real property gift, the net proceeds shall be deposited into the Fund and thereafter administered by the Committee in accordance with this Resolution and Charge Conference direction. The Board of Trustees shall cooperate with the Committee in the holding and disposition of any real property accepted into the Fund.

With respect to any property held for the Fund, the Committee is authorized, to the fullest extent permitted by the Discipline and applicable law, to hold such property in the form in which it is received, or to direct its sale, assignment, transfer, exchange, or other disposition, and to direct the deposit of the proceeds of such disposition into the Fund, provided that any instruments requiring execution on behalf of the Church or its corporate entity shall be executed by the persons or bodies authorized to do so under the Discipline and applicable law.

ESTABLISHMENT OF THE PERMANENT ENDOWMENT AND PLANNED GIVING MINISTRY COMMITTEE

There shall be a Permanent Endowment and Planned Giving Ministry Committee of the Church, also known as the Legacy Ministry Committee (the "Committee"), which shall be elected by the Charge Conference and shall have the power, duty, and responsibility of directing the administration of the Fund in accordance with the relevant provisions of the Discipline and the following:

The Committee shall consist of the following members: the Lay Leader, Church Council Chair, Finance Committee Chair, Chair of the Board of Trustees, and Staff-Parish Relations Committee Chair, each serving ex officio with full voting rights; and one (1) to three (3) at-large members.

The number of at-large members to serve shall be recommended by the Committee on Nominations and Leadership Development and approved by the Charge Conference. At-large members shall be nominated by the Committee on Nominations and Leadership Development and elected by the Charge Conference to serve staggered three-year terms. The Senior Pastor shall be an ex officio member with no voting rights.

The Committee shall elect from its own membership a Chairperson, Vice Chairperson, and Secretary, and may appoint such sub-committees as it deems necessary and shall define their duties. Ad interim vacancies of at-large members may be filled by action of the Church Council until the next Charge Conference.

Accurate minutes and records shall be kept of the meetings, decisions, and actions of the Committee, and it shall be the continuous responsibility of the Secretary elected by the Committee to record and keep such minutes and records. The Committee shall report annually to the Charge Conference regarding its carrying out of this responsibility.

Subject only to the limitations and prohibitions which may be imposed or approved by the Charge Conference or a donor, the Committee shall receive and administer all bequests and other gifts made to the Fund; shall receive and administer all trusts designated for the Fund; and shall invest all endowment funds in conformity with all applicable provisions of this Resolution and the Discipline.

The business manager or a designated staff person of the Church and one or more of the members of the Committee designated in writing by the Committee shall be authorized to sign, on behalf of the Committee, any and all documents requiring execution in connection with the administration of property held for the Fund and in the management of special funds included therein in accordance with the decisions of the Committee.

POWERS OF THE PERMANENT ENDOWMENT AND PLANNED GIVING MINISTRY COMMITTEE

In the administration of the Fund, the Committee shall have the broadest authority permitted under the Discipline and Georgia law to carry out the purpose of the Fund. No power or authority shall be exercised by the Committee in any manner or for any purposes whatsoever which may not be exercised by an organization which is tax exempt or by an organization donations to which are deductible from a donor's taxable income to the extent allowed by the provisions of the Internal Revenue Code and other applicable legislation and regulations as they now exist or may hereafter be amended. The acquisition, ownership, sale, or transfer of any real or personal property must be consistent with the current Book of Discipline of The United Methodist Church.

The Committee shall have the powers and duties authorized by The Book of Discipline of The United Methodist Church and granted by the Charge Conference:

- A. To receive and administer all endowment gifts and bequests made to the Fund; to invest all funds of the Fund in conformity with the laws of the country, state, or like political unit in which the Church is located.
- B. To emphasize the need for adults of all ages to have a will and an estate plan; and to provide information on the preparation of these to the members of the congregation.
- C. To stress the opportunities for church members and constituents to make provisions for giving through United Methodist churches, institutions, agencies, and causes by means of wills, annuities, trusts, life insurance, memorials, and various types of property.
- D. To arrange for the dissemination of information that will be helpful in pre-retirement planning.
- E. To review governance documents after each General Conference and recommend any needed amendments to the Charge Conference.
- F. Other responsibilities as determined by the Charge Conference.
- G. To collect, receive, and receipt for the income, profits, rents, and proceeds of the Fund.
- H. To purchase, subscribe for, retain, invest, and reinvest in securities or other property. The intent is that the Fund's investments shall be made independently by the Committee or their contracted manager. These may include investments in bonds, notes, or other securities of the Georgia United Methodist Foundation. The terms "securities or other properties" as used in this document shall be deemed to include real or personal property, corporate shares, common or preferred stock, or any other interest in any corporation, association, investment trust, or investment company, bonds, notes, mortgages, debentures or other evidences of indebtedness or ownership, secured or unsecured.
- I. To sell for cash or credit, convert, redeem, exchange for other securities or other property, or otherwise dispose of any securities or other property at any time held by the Committee, not otherwise encumbered by prior imposed restrictions.
- J. To hold part or all of the Fund in cash; however, such cash shall be deposited in an account with the Georgia United Methodist Foundation, or a federally insured commercial bank, savings bank, savings and loan association, or broker that is a member of the Securities Investor Protection Corporation.
- K. To employ suitable accountants, agents, legal counsel, and custodians, and to pay their reasonable expenses and compensations. Each separate Fund shall bear its pro rata share of such reasonable expenses.
- L. Any other provisions of this resolution notwithstanding, the Committee shall not engage in any act of self-dealing as defined in the Internal Revenue Code; nor retain any excess business holdings as defined in the Internal Revenue Code; nor make any investments in such manner as to incur tax liability under the Internal Revenue Code; nor make any

taxable expenditures as defined in the Internal Revenue Code or corresponding provisions of any subsequent Federal tax law.

- M. The Committee shall determine all matters regarding management of the Fund, expenditures, and investment by a majority vote (except amendments discussed under “Amendment of Resolution”).
- N. The Committee, in cooperation with the Finance Committee, shall conduct or cause to be conducted an annual audit. This may be a part of the Church’s Finance Committee’s annual audit.
- O. The Committee shall act by a vote of the majority of the Committee members authorized herein to vote, excepting amendments to this resolution as described under the section “Amendment of Resolution.”
- P. The term “majority” as used in this resolution is constituted by at least 50 percent plus one of the Committee members. Any instrument required to be executed by this resolution (except amendments to this resolution described under the Section “Amendment of Permanent Endowment Fund Resolution”) shall be valid if executed in the name of the Fund by a majority of the Committee. The vote shall be recorded when the vote is not unanimous.

INVESTMENT OF PERMANENT ENDOWMENT FUNDS

The Fund’s investment objectives are:

- 1. Conservation of principal for the effective maintenance of purchasing power.
- 2. Providing regular income at a reasonable rate.
- 3. Investment of assets in institutions, companies, corporations, and funds which make a positive contribution toward the realization of the goals outlined in the Social Principles of The United Methodist Church.

The Georgia United Methodist Foundation (“Foundation”) shall be appointed the institutional custodian of the Fund to fulfill the goal of the Committee to act as a socially responsible investor. Reasonable compensation shall be paid to the custodian for services rendered. The Foundation, through an Investment Management Agreement with the Church, will invest all permanent funds received by the Fund. Any disbursements by such custodian from the Fund shall be made only upon the written direction of such person or persons as are designated by the Committee. Any transfer of the Fund’s assets from the Foundation to any other agency must be approved by a majority vote of the Committee.

The Committee is expressly authorized and empowered to hold, manage, sell, convey, lease, lend, invest, and reinvest any monies or property at any time forming a part of the Fund, in any property, real, personal, and/or mixed, of any kind or nature, without being limited or restricted to the type or mix of investments prescribed or authorized for trustees by the laws of Georgia.

The Committee is expressly authorized to invest and reinvest any portion or part of the Fund in a common trust fund maintained and managed by the Foundation in accordance with and in compliance with the provisions of the laws of Georgia relating thereto.

It shall be the duty of the Committee to investigate, analyze, and appraise all factors in connection with any proposed or suggested purpose or project for which the Income from the Fund may be used and to disburse such Income in such amounts and to such beneficiaries as the Committee deems appropriate. An appropriate investment strategy for all the Fund's assets will be determined by the Committee. The specific purpose of each Fund authorized by the Committee shall be stated in order to fulfill the wishes of the donor and thereby to segregate and maintain gifts for their stated purposes. Earnings from each Fund shall be available for distribution by the Committee in a manner consistent with the designated category.

TRUST CHARACTER AND RESTRICTED FUND PROTECTIONS

All gifts, bequests, devises, trusts, and other transfers to the Fund are received and held by the Committee in a fiduciary capacity, in trust, for the specific charitable purposes designated by the donor or, in the absence of such designation, for the general charitable purposes of the Fund as set forth in this Resolution. The Fund and all assets held therein constitute restricted charitable trust funds and are not general operating funds of the Church, to the fullest extent permitted by applicable law and consistent with the Book of Discipline.

It is the express intent of this Resolution, and shall be deemed the express intent of each donor contributing to the Fund, that gifts to the Fund are made for the specific and restricted purposes described herein and are not intended to be, nor shall they be treated as, general assets of the Church available to satisfy the general debts, obligations, liabilities, or operating expenses of the Church, except as may be required by applicable law and consistent with the Book of Discipline. The principal of the Fund shall be maintained in perpetuity (except as expressly provided herein regarding invasion of principal upon Charge Conference approval), and only the Income of the Fund, as defined herein, shall be available for distribution.

The Committee shall maintain the Fund in one or more separate accounts, distinct from and not commingled with the general operating funds, reserve funds, or any other funds of the Church. The Fund shall be accounted for separately, and the Committee shall take all reasonable steps to preserve and document the restricted trust character of the Fund, including maintaining separate books and records for the Fund. The Church and the Committee intend that the Fund be treated as restricted for its stated purposes and administered accordingly, and shall administer it in a manner intended to preserve such restricted character to the fullest extent permitted by applicable law.

In furtherance of the foregoing, the Church and the Committee acknowledge that the Fund is held subject to the trust clause set forth in ¶2503 of the Book of Discipline and further subject to the specific restrictions of this Resolution and the expressed intentions of donors. The assets of the Fund shall not be pledged, hypothecated, or otherwise encumbered to secure any debt or obligation of the Church, and no officer, committee, board, or body of the Church shall have the power or authority to pledge, assign, or otherwise encumber any assets of the Fund for any purpose other than the purposes set forth in this Resolution, except as may be required by applicable law and consistent with the Book of Discipline.

Nothing in this section is intended to diminish or impair the connectional obligations of the Church under the Discipline, including the trust clause of ¶2503, but rather to affirm that within the structure of The United Methodist Church, these funds are restricted charitable gifts held in trust for the purposes specified by donors and this Resolution and shall be administered accordingly.

GIFTS TO THE PERMANENT ENDOWMENT FUND

A Gift Acceptance Policy document is included as part of this Resolution.

The Committee shall have the sole power, right, and authority to accept and to add to the Fund any and all conveyances, grants, gifts, donations, legacies, bequests, or devises, absolute or in trust, for the use and benefit of the Fund, subject to the following:

1. Every acceptance by the Committee shall be in conformity with the laws of the United States of America and of the State of Georgia and in accordance with the Discipline and any applicable directions of the Charge Conference.
2. A donor may establish a named designated fund within the Fund with a gift and/or pledge of not less than One Hundred Thousand Dollars (\$100,000). Each new named designated fund shall be administered in accordance with a written agreement between the Committee and the donor as to the purposes for which the Income of such fund may be used, which must be consistent with the intent of the purposes of the Fund as set forth in this Resolution. Additional gifts of any amount may be made to a named designated fund by the donor or any other person. The manner of investment of any named designated fund shall be solely in the discretion of the Committee.
3. There shall be a General Endowment Fund to which all undesignated funds shall be allocated.
4. Any acceptance of any property hereunder will require the Fund to hold the principal amount in trust only so long as the Church remains an active institution.

LIMITATIONS ON USE OF PRINCIPAL

Neither the Committee nor the Board of Trustees nor any other officer, board, committee, or body of the Church shall have any power, authority, or right, at any time, to expend or encroach upon the principal of the Fund, or any portion thereof, except as expressly authorized herein, without the specific prior approval of the Charge Conference by a two-thirds (2/3) vote of those present at a duly announced Charge Conference, which approval shall be set forth in appropriately executed and approved minutes as soon as possible following such vote of approval. Any such action shall be subject to the direction and supervision of the Charge Conference and shall be permitted only to the extent consistent with donor intent/restrictions, this Resolution, the Book of Discipline, and applicable law. Any such approved invasion of principal shall be limited to the minimum amount necessary for the stated purpose and shall not alter the permanent and restricted trust character of the remaining Fund assets. No invasion of principal shall be authorized from any fund or portion of the Fund that is donor-restricted against expenditure of principal, except as may be permitted by applicable law and in a manner consistent with donor intent.

BOND AND COMPENSATION

The members of the Committee and the Board of Trustees, collectively and individually, shall be excused from executing bond unless requested to do so in writing by the Charge Conference.

All members of the Committee and the Board of Trustees, and their successors in trust, shall serve without compensation.

LIABILITY OF THE PERMANENT ENDOWMENT AND PLANNED GIVING MINISTRY COMMITTEE AND THE BOARD OF TRUSTEES

No member of the Committee or the Board of Trustees shall be liable to any donor or any beneficiary or to any person claiming under any donor or beneficiary, or to the Church, by reason of the exercise of any power or discretion hereunder, except in case of (a) fraud or gross negligence on the part of a Committee member or Trustee or (b) failure to act in conformity with directions of the Charge Conference; and all and any directions given to others by the Committee or the Board of Trustees hereunder shall be binding and conclusive on all parties concerned.

No Committee member or Trustee shall be personally liable for the acts or omissions of any attorney, agent, accountant, or other assistant of the Committee or the Board of Trustees employed in connection with the administration of the Fund, provided such attorney, agent, accountant, or other assistant shall have been selected with reasonable care.

The Committee and the Board of Trustees shall be excused from filing any inventory or appraisal, statements or settlements of account with any court or public authority so far as is

possible under the law and shall have all powers allowed by Georgia law, including without limitation those set forth in Section 53-12-261 of the Official Code of Georgia Annotated, as amended from time to time.

MERGER, CONSOLIDATION, OR DISSOLUTION OF THE CHURCH

If at any time the Church is lawfully merged or consolidated with any other United Methodist church, all the provisions hereof in respect to the Fund shall be deemed to have been made on behalf of the merged or consolidated Church, which shall be obligated to administer the Fund in all respects in accordance with the terms hereof, the expressed intent of donors, applicable law, and the Book of Discipline (including ¶2503).

Should the Church be dissolved for any reason whatsoever without a lawful successor, the Fund shall be entrusted to the Foundation (or such other United Methodist-related custodian or fiduciary as the Charge Conference or successor authority may designate, if permitted by applicable law) to direct the distribution of principal and accumulated income to the Annual Conference of The United Methodist Church in which the Church is located at the time of dissolution (or its successor), to be used for the purposes for which the gift (or gifts) was intended, consistent with donor restrictions and the Book of Discipline. To the fullest extent permitted by applicable law and consistent with the Book of Discipline, the Fund and its assets shall not be treated as general operating assets available to satisfy the general debts or obligations of the Church upon dissolution; rather, the Fund shall be transferred and held subject to the same restricted trust purposes for which it was established.

AMENDMENT OF RESOLUTION

This Resolution or any provision thereof may be amended or modified only after recommendation by a two-thirds (2/3) vote of the Committee members then serving and a two-thirds (2/3) vote of those present at a duly announced Charge Conference of the Church in favor of accepting such recommendation. Such vote by the Charge Conference of the Church shall be in accordance with any relevant provisions of the Discipline pertaining to notice or otherwise. All amendments or modifications must be consistent with the Book of Discipline (including ¶2503), applicable law, and the expressed intent and restrictions of donors.

No amendment or modification shall (1) alter the intent that the Fund be operated exclusively for the purposes stated herein, (2) alter, impair, or negate the expressed intent or restrictions of any donor with respect to gifts already received or irrevocably committed, or (3) alter the restricted trust character of the Fund or make the Fund available to satisfy the general debts or obligations of the Church, except as may be required by applicable law and consistent with the Book of Discipline. Any amendment shall apply prospectively except to the extent it is required to

conform this Resolution to the Book of Discipline or applicable law and can be implemented without violating donor intent.

Every amendment or modification of this Resolution shall be in writing and signed by the Recording Secretary of the Charge Conference, the District Superintendent, and the Senior Minister of the Church, and shall be maintained with the official records of the Church. The Committee shall maintain and make available an updated, current copy of this Resolution as amended.

SEVERABILITY

If any provision or any application of any provision of this Resolution shall be held or deemed to be or shall be illegal, inoperative, or unenforceable, the same shall not affect any other provision or any application of any provision herein contained or render the same invalid, inoperative, or unenforceable.

THIS IS TO CERTIFY that the foregoing Resolution was duly adopted by the Charge Conference of the Pittman Park United Methodist Church, Inc. on the 23rd day of March, 2026.

Wendy Doty
Recording Secretary

Rev. Dr. D. Scott Hagan
District Superintendent

Rev. Dr. Jonathan Smith
Senior Pastor

**PITTMAN PARK UNITED METHODIST CHURCH
GIFT ACCEPTANCE POLICY**

PURPOSE

The purpose of this Gift Acceptance Policy is to describe the type of gifts that can be accepted and the manner in which they can be accepted. Where a Permanent Endowment and Planned Giving Ministry Committee, also known as the Legacy Ministry Committee (hereinafter referred to as the “Committee”), does not exist, the Board of Trustees (hereinafter referred to as the “Trustees”) is instructed by the Charge Conference to receive and distribute gifts received under the Gift Acceptance Policy of the Church.

INTRODUCTION

In order to protect the interests of Pittman Park United Methodist Church (hereinafter referred to as the “Church”) and the persons and other entities who support its programs, these policies are designed to assure that all gifts to the Church, or for the use of the Church, are structured to provide maximum benefit to both parties.

This document focuses on both current and deferred gifts, with special emphasis on various types of deferred gifts and gifts of non-cash property. The goal is to encourage funding of the Permanent Endowment Fund (hereafter referred to as the “Fund”) without encumbering the Church with gifts which may prove to generate more cost than benefit, or which are restricted in a manner that is not in keeping with the goals of the Church.

To optimize funding from individuals and other entities, the Church must be capable of responding quickly, and in the affirmative where possible, to all gifts offered by prospective donors. Except where stated otherwise, these policies are intended as guidelines only. Flexibility must be maintained since some gift situations can be complex and decisions only made after careful consideration of a number of interrelated factors. Therefore, these policies may in some instances require that the merits of a particular gift be considered by the Committee and a final decision be made accordingly.

The Committee reserves the right to decline or otherwise refuse any gift offered to the Church, with or without cause. Reasons for which a gift may be declined include, but are not limited to the following:

1. The Committee does not believe it is in the best interest of the Church or the Fund to abide by the restrictions placed on the gift by the donor.
2. The costs to maintain the gift or to meet the restrictions placed on the gift by the donor are considered to be excessive for the Fund.

3. The gift is considered to be inappropriate or unrelated to the tax-exempt purposes of the Church or the Fund.
4. The gift is designated to benefit or to be channeled to a specific individual.

GIFT ACCEPTANCE TERMS AND CONDITIONS

All gifts will be acknowledged by written confirmation of the gift and of any terms and conditions of the gift acceptance. All information concerning donors and prospective donors, including their names, names of beneficiaries, the amount and type of the gift, aspects relating to their estates, etc., shall be kept strictly confidential except when donors permit the release of such information. The above excludes obtaining written permission for nominal honorary and memorial gifts.

I. OUTRIGHT GIFTS

A. CASH

1. Gifts in the form of cash and checks may be accepted in any amount.
2. All checks must be payable to Pittman Park United Methodist Church and in no event shall they be made payable to an employee, agent, or volunteer for credit to the Church.

B. PUBLICLY TRADED SECURITIES

Securities that are traded on the exchanges may be accepted by the Church. The Committee shall make the decision to keep or sell the security.

C. CLOSELY HELD SECURITIES

Non-publicly traded securities may be accepted upon approval by the Committee. The Committee shall make the decision to keep or sell the security.

D. REAL PROPERTY

1. All gifts of real property must have a fair market value in excess of \$10,000. The Committee shall accept or reject gifts of real property in consultation with the Board of Trustees.
2. Prior to approval, the Committee shall require a report on (but not limited to) the following:
 - a. current title and ownership
 - b. current zoning
 - c. any and all restrictions
 - d. any encumbrances, including an Affidavit of Lien signed by the Donor
 - e. an independent qualified third party appraisal
 - f. at least a Phase I environmental audit

- g. a recommendation on marketability for sale
3. The Committee, in consultation with the Board of Trustees, shall make the final decision to keep or sell the property.

E. TANGIBLE PERSONAL PROPERTY

1. All gifts of personal property must have the approval of the Committee and a cash value in excess of \$1,000.
2. Prior to approval, the Committee shall prepare a report on (but not limited to) the following:
 - a. current title and ownership
 - b. any restrictions or encumbrances
 - c. a recommendation on marketability
3. The Committee shall make the decision to keep or sell the property.

F. OTHER PROPERTY

The Committee shall make the decision to accept or decline and to keep or sell any other property that it may deem to be in the interest of the Church.

II. PLANNED (DEFERRED) GIFTS

A. BEQUESTS

1. Gifts through wills (bequests) shall be actively encouraged by the Church.
2. Upon inquiry by a prospective donor, all representations as to the future acceptability of various properties to be left to the Church in a will or other deferred gift shall be made in accordance with the terms and provisions of Paragraph I (A–F) of this document.
3. Gifts of property that are not acceptable from estates shall be declined by the Committee and that decision shall be communicated to the legal representatives of the estate.

B. REVOCABLE LIVING TRUSTS AND CHARITABLE TRUSTS

1. The Committee will recommend as fiduciary the Georgia United Methodist Foundation.
2. The fees for management of a Charitable Remainder Trust will not normally be paid by the Church; however, upon approval by a majority of the Committee, these fees may be paid by the Church. The fees for management of a Revocable Living Trust will not be paid by the Church under any circumstances.
3. Revocable Living Trusts and Charitable Remainder Trusts and all other deferred gifts shall be encouraged as a method of making gifts to the Church while retaining income which may be needed by the donor for personal purposes.
4. No representations as to the manner in which trust assets will be managed or invested shall be made by any employee or other persons acting on behalf of the Church.

C. LIFE ESTATE GIFTS

The Committee may accept such gifts provided that there has been a full disclosure of the possible ramifications of the transaction to the donor.

D. LIFE INSURANCE POLICIES

1. The Church will encourage donors to name the Church as beneficiary of life insurance policies that they have purchased.
2. The Church will not accept gifts from donors for the purpose of purchasing life insurance on the donor's life.
3. No insurance products will be endorsed for use in funding gifts to the Church.
4. In no event shall lists of Church donors' names be furnished to anyone for the purpose of marketing life insurance for the benefit of donors and/or the Church.

E. GIFT ANNUITIES

The Church will accept Charitable Gift Annuities purchased from the Georgia United Methodist Foundation or other financial institutions as approved by the Committee.

III. PAYMENT OF FEES RELATED TO GIFTS TO THE CHURCH

A. FINDER'S FEES OR COMMISSIONS

No fees shall be paid to anyone as consideration for directing a gift to the Church.

B. PROFESSIONAL FEES

1. In general, the donor shall pay any fees associated with the gift.
2. No fees shall be paid by the Church to anyone as compensation for any sale of any products to the donor.

IV. RESTRICTIONS

- A. Any restriction on the use of any gift must be approved by the Committee prior to acceptance of the gift.
- B. A designated permanent sub-fund, other than those identified, may be established with a minimum gift of \$100,000.

V. GIFT USE

- A. The Church Council should maintain a "wish" list of projects and items that can be supported or purchased with undesignated gifts.
- B. The Church Council may direct that a percentage of all undesignated gifts to the Church be placed automatically in the Permanent Endowment Fund.

Q & A ABOUT THE PROCESS OF ESTABLISHING AN ENDOWMENT PROGRAM

1. What is Legacy Giving?

Legacy giving is all about giving for the long term. Legacy gifts are often pooled and invested to endow the church with the resources to grow its mission and ministry beyond our lifetimes. When we make a legacy gift to the endowment, we are giving to something that will continue in perpetuity. Part of the sense of satisfaction that comes from making a planned gift lies in the knowledge that we can make a lasting impact; we can leave a legacy for generations yet to come. Most church members think of giving in terms of plate offerings. Typically they make a pledge to a stewardship campaign based on anticipated annual income. By contrast, a legacy gift typically comes from accumulated assets rather than annual income. A legacy gift can be a once-in-a-lifetime gift. In many cases, it may require the assistance of an attorney or other professional financial advisor.

Legacy gifts can be as varied as the interests of the donor. They can include such items as stocks and bonds or other appreciated securities, insurance policies, retirement plans, art or antique collections, real estate or other assets. The gifts may be made through such vehicles as trusts, beneficiary designations, charitable gift annuities, a donor advised fund, or a bequest in a will.

Often a donor will meet with a financial planner or a representative of the Foundation to decide how to fund the gift.

Certain types of legacy gifts provide added benefits to donors. For example, some provide tax benefits while others provide a life income arrangement.

2. What is an endowment?

An endowment is a permanent fund that can be invested to establish a long-term source of income to support programs and ministries. In most churches, a healthy endowment can provide a source of funds beyond the annual budget for opportunities in operations and outreach and a hedge against challenging economic times.

3. How do we start one?

The first step is to create an Ad Hoc Committee that will begin the process. The Ad Hoc Committee is typically made up of the Senior Pastor, the Church Leadership, and two or three interested members of the congregation. The Ad Hoc Committee can get help from the Georgia United Methodist Foundation, which will help step-by-step in the establishment of the Permanent Endowment Fund. The Ad Hoc Committee will draft a proposed resolution that sets

up the Permanent Endowment Fund. Then, the proposal must go through the Board of Trustees and the Church Council before being presented to the Charge Conference for formal approval. Some churches have the entire congregation vote on the Endowment Fund and Resolution.

4. What does the Charge Conference do?

The Charge Conference is the formal governing body that establishes the Permanent Endowment and Planned Giving Ministry Committee, elects its members, approves the resolution and guidelines, and delegates the appropriate authority.

5. What is the resolution?

The resolution is the governing document that establishes both the Permanent Endowment Fund and the committee that will administer it. It defines the purpose of the Fund, how gifts are accepted, how funds are invested and distributed, and the authority and responsibilities of the Committee.

6. What is the role of the Permanent Endowment and Planned Giving Ministry Committee?

The Committee has the broadest authority permitted under the Discipline and Georgia law to manage the Fund. Its responsibilities include receiving and investing gifts, managing the endowment, distributing income, promoting planned giving, and reporting annually to the Charge Conference.

7. How are gifts invested?

The Committee is responsible for investing the permanent funds of the Church according to the goals of the Social Principles of the United Methodist Church and the investment objectives stated in the Resolution. The Georgia United Methodist Foundation serves as the institutional custodian and manages investments under an Investment Management Agreement.

8. Can the church use the principal of the Endowment Fund?

In general, the principal of the Fund is to be held in perpetuity. Only the income (defined as 4% of a rolling twelve-quarter average of fair market value) is available for distribution. However, the Charge Conference may approve invasion of principal by a two-thirds vote at a duly announced Charge Conference for extraordinary circumstances.

9. Who can give to the Endowment?

Anyone can give to the Endowment: church members, friends, and organizations. Gifts can be outright (cash, securities, real property, personal property) or planned (bequests, trusts, beneficiary designations, gift annuities, and more).

10. How much can be given?

There is no minimum gift for most contributions to the Fund. A donor wishing to establish a named designated fund must make a gift and/or pledge of at least \$100,000.

11. What is planned giving?

Planned giving involves making a charitable gift as part of one's overall financial and estate planning. It may include bequests in a will, charitable trusts, beneficiary designations on life insurance or retirement accounts, gift annuities, and other vehicles that allow a donor to support the church while addressing personal financial needs.

12. What about gifts of property?

Gifts of real property are accepted by the Committee in consultation with the Board of Trustees after appropriate due diligence, including appraisal, title review, and environmental audit. Gifts of tangible personal property valued over \$1,000 require Committee approval.

13. How can a church promote giving to the Endowment Fund?

A planned giving program should be a continuing part of the total stewardship program of the church. It is important to reach people with the message that a legacy gift, often from accumulated assets, can benefit both the donor and the church. Members of the Legacy Ministry Committee and other lay leaders should be prepared to lead by example when it comes to establishing a church endowment. It is a good practice to recognize and thank donors on a regular basis in a special recognition event or service or by printing a listing of gifts and givers in one or more church publications.

14. How does the endowment program relate to the mission and ministry of the church?

The most successful endowment programs are those that are tied to a well thought out and well-communicated vision for ministry. Donors will give if they believe in the mission of the church and if they believe the church, or ministry, is changing people's lives.

15. What is the role of the Georgia United Methodist Foundation in Planned Giving?

The Georgia United Methodist Foundation promotes planned giving throughout the North and South Georgia conferences and will assist local churches in establishing a Permanent Endowment Fund, a Permanent Endowment and Planned Giving Ministry Committee, and an ongoing Planned Giving Program.

In this regard, the Foundation offers the following:

- A. The Foundation provides leadership in planting the seed for a planned giving program through Legacy Ministry Training, presentations in the church, and consultation with church leaders.
- B. The Foundation provides step-by-step processes and model resolutions that the local church can use in establishing a Permanent Endowment Fund. This helps to ensure the best structures and procedures are used, by providing ideas and resources, as well as assistance in the creation and organization of a Permanent Endowment and Planned Giving Ministry Committee.
- C. The Foundation provides ideas, resources, and leadership in announcing and interpreting planned giving opportunities.
- D. The Foundation provides a wealth of resources, planned giving ideas, and leadership for wills or charitable estate planning seminars in the local church.
- E. Foundation staff members are available to counsel potential donors privately to help them clarify their charitable gift giving goals.
- F. The Foundation can provide technical assistance to both prospective donors and to the Permanent Endowment and Planned Giving Ministry Committee in the form of gift planning ideas, income projections, tax deduction calculations, and estate analyses.
- G. The Foundation can provide the resources and materials for an effective ongoing planned giving program in the local church.
- H. The Foundation provides professional funds management/investment services for the Permanent Endowment Fund assets as determined by the local church.
- I. The Foundation acts as managing trustee of a charitable trust of which at least 40 percent of the assets will benefit a United Methodist church or institution.
- J. The Foundation offers a variety of gift options for your members such as charitable trusts, endowments, donor advised funds, and gift annuities which will benefit the local church.
- K. The Foundation offers a planned giving website (www.gumfplannedgiving.org), which features helpful information on personal planning and leaving a legacy.

There is a small fee for professional fund management/investment services, which covers accounting and management costs, including compensation of investment advisors. Call the Foundation at 770.449.6726 or 877.220.5664 for the rate applicable to your account.

Note: This document is an adapted excerpt from the Planned Giving Handbook designed for use in United Methodist churches and is published by the National Association of United Methodist Foundations, Inc. (NAUMF).