



POLICIES AND GUIDELINES

FOR

The Christ Church Anglican Foundation

Christ Church Anglican, Phoenix, AZ

TABLE OF CONTENTS

VESTRY RESOLUTION

Establishing Resolution.....	2
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ENDOWMENT Committee POLICIES

Section A: Investment Policy Statement.....	9
Describes the Committee's general investment goals and objectives, risk tolerance, and target asset allocation.	
Section B: Spending Rule Policy.....	11
Sets up a formula that determines how the funds available for distribution will be calculated and spent.	
Section C: Disposition of Bequests Policy.....	13
Establishes in advance how the parish will handle bequests.	
Section D: Donor-Designated Funds Policy	14
Sets a minimum for any donor-designated funds and defines how they will be managed.	
Section E: Gift Acceptance Policy	15
Defines the types of gifts the parish may receive and how it will handle them. This applies to all gifts, not just gifts to the endowment fund.	

Resolution to Establish The Christ Church Anglican Foundation

In grateful thanksgiving and to establish and support the ministry of Christ Church Anglican; in the hope that, through God's grace, future generations will continue to support and share in the ministry of Christ Church Anglican; and, as a means for responsible stewardship to these ends, Christ Church Anglican has adopted this Resolution for the establishment of the Christ Church Anglican Foundation (the "CCA Foundation" or "Foundation").

ARTICLE I. ESTABLISHMENT AND PURPOSES OF THE FOUNDATION

Section 1.01. Establishment of the Foundation.

The Foundation is hereby established by the Parish, to be funded, governed, and administered in accordance with this Resolution, and in accordance with applicable laws. Effective upon approval, this Resolution replaces in its entirety the Resolution to Establish an Endowment approved by the Vestry on May 16, 2017, simply replacing "Endowment" with "Foundation" for clarity.

Section 1.02. Purposes of the Foundation.

- (a) The Foundation is intended to faithfully serve Christ and support his Kingdom by providing enduring resources and support. The Foundation is not intended to pay or advance operating expenses of the Parish, which are to be funded from annual pledges and contributions.
- (b) Distributions by the Foundation, as provided in Section 4.01 below, shall be made as the Committee may from time to time determine, with particular focus on needs outside of the Parish's annual operating expenses for outreach, education, and building improvements; provided, however, that distributions shall be in compliance with the requirements imposed by the donors, which shall be set forth in a donation agreement.

ARTICLE II. ADMINISTRATION OF THE FOUNDATION

Section 2.01. Committee.

- (a) The Foundation shall be managed and administered by a Committee consisting of an odd number of no fewer than three (3) voting members appointed by the Vestry upon recommendation of the Rector. The Rector, Wardens, and Treasurer of the Parish shall serve as non-voting ex officio members of the Committee. A majority of voting members of the Committee shall, at all times, be persons who are not at the same time Vestry members. Only persons eligible to vote at the Annual Meeting of the Parish shall be eligible to serve as members of the Committee.

(b) Upon adoption of this Resolution, the initial term of one member of the Committee appointed by the Vestry will be five (5) years, the initial term of one member will be four (4) years, and the initial term of one member will be three (3) years. Thereafter, the Vestry will appoint successor members for five (5) year terms. A member may be reappointed to the Committee for one (1) consecutive term. A former member may be reappointed to the Committee after one (1) year of non-service. The Vestry may remove any member of the Committee for cause.

(c) If any member of the Committee ceases to serve during his or her term, a substitute will be appointed by the Vestry upon recommendation of the Rector to serve the unexpired portion of that term. When so appointed, the substitute will be a full voting member of the Committee.

(d) The Committee shall annually elect one of its members to serve as Chair. The Chair will be responsible for calling and chairing meetings of the Committee, appointing subcommittees or otherwise delegating responsibilities within the Committee, reporting on Committee activities and status of the Foundation to the Rector, Wardens, and Vestry and generally performing all other duties incident to a Committee Chair.

(e) The Committee may appoint a Secretary and a Treasurer, who need not be members of the Committee, to maintain the books and records of the Foundation, including minutes of all meetings, and to perform such other duties as are prescribed by the Committee, including the maintenance of a permanent record of all donors and gifts to the Foundation and preparation of financial reports. The Treasurers of the Vestry and of the Committee shall not be the same person. The Committee may also appoint such other persons or officers as it deems appropriate to assist the Committee in the performance of its responsibilities. The appointment of any such persons who are not members of the Committee will be subject to the Vestry's approval.

(f) A quorum of the Committee will consist of the following: if the Committee has three (3) voting members, then the quorum shall be all three (3) voting members; if there are five voting members, then the quorum shall be four (4) or more; if there are seven (7), then the quorum shall be five (5).

(g) The Committee will meet not less frequently than every quarter and more frequently as it deems appropriate. Meetings may be conducted telephonically. Meetings of the Committee will generally be open to any member of the Parish; provided that the Committee may, by a majority vote, close any such meeting or conduct any portion of any such meeting in executive session.

(h) The Chair of the Committee will maintain a complete file of minutes and other Committee records and will deliver the same to his or her successor.

Section 2.02. Authority and Discretion of the Committee.

(a) Except as otherwise provided in this Resolution or in Christ Church Anglican's Articles of Incorporation and Bylaws, the Committee will exercise all management and investment decisions regarding the Foundation. The Committee shall establish written investment and distribution policies, which shall be available to Parishioners upon request.

(b) The Committee is authorized to incur and pay reasonable, necessary, and proper expenses that are in the best interests of the Foundation. The Committee through its staff shall maintain a complete record of all expenses for review upon request by any Parishioner.

(c) With respect to all Foundation matters, each Committee member, officer and staff shall act honestly. Failure to do so is adequate cause for immediate dismissal. Committee members shall also exercise the same degree of reasonable care as prudent people exercise in management of their own personal financial affairs. Nonetheless, Committee members are not liable to Christ Church Anglican, its Foundation, or to donors for any damages or losses of the Foundation, except to the extent such damages or losses resulted from such member's reckless or willful misconduct. Each Committee member is personally responsible for his own actions or inactions; nothing herein creates joint or imputed liability.

(d) Committee members, officers and staff shall avoid conflicts of interest with the Foundation. Failure to do so is adequate cause for immediate dismissal. Any potential conflict shall be promptly reported to the Committee, which shall take such measures (e.g., abstention by a particular member), if any, as may be necessary to avoid such conflict.

(e) Members and officers of the Committee will serve without compensation.

Section 2.03. Residual Powers of the Committee.

Subject to the limitations and duties in this Resolution, and without waiving them, the Committee is further authorized to take reasonable and necessary actions in the best interests of the Foundation. Before taking any such action, however, the Committee shall approve such action by a majority vote, which shall be memorialized.

ARTICLE III. ASSETS OF THE FOUNDATION

Section 3.01. Funding of the Foundation.

The Committee shall prepare and adopt a written Gift Acceptance Policy. Such policy shall include a standard donor agreement to be signed by the donor and a representative of the Committee at the time of the donation. Subject to the Gift

Acceptance Policy and applicable laws, donors may contribute to the Foundation by inter vivos gifts and bequests. Donors shall expressly designate any such contributions for the Foundation. In addition, the Vestry may approve contributions to the Foundation.

Section 3.02. Investments of the Foundation.

(a) The Committee shall establish a written Investment Policy governing the investments of Foundation assets. Such Investment Policy, and all amendments thereto, shall be subject to ratification by a majority of the Vestry.

(b) All accounts and assets of the Foundation will be held in the name of the Christ Church Anglican Foundation. The Foundation assets may be kept at a location approved by the Committee or with an insured depository, custodian, financial institution, or non-profit foundation, including for example only the Arizona Community Foundation.

(c) Assets of the Foundation may be invested and reinvested in real or personal property of any kind, including without limitation domestic and foreign corporate obligations and securities of every kind, investment trusts, mutual funds, government obligations, mortgages, notes, or bank and brokerage accounts.

(d) A reasonable amount of cash may be retained in the commercial or trust department of any insured bank, trust company, or securities firm for such periods of time as the Committee may deem reasonable for the efficient administration of the Foundation.

(e) Any and all funds held by the Foundation may, unless specifically otherwise provided by the donor or donors, be consolidated for investment.

ARTICLE IV. OPERATIONS OF THE FOUNDATION

Section 4.01. Distributions from the Foundation.

(a) Subject to the provisions of subsections (b) and (c), below, the Committee may annually distribute from the assets of the Foundation for uses approved by the Vestry no more than five (5) percent of the Average Market Value of the assets of the Foundation; provided, however, that assets attributable to Designated Contingent Purpose funds shall not be included in the calculation of assets for purposes of arriving at the annual distribution percentage. The exact percent of the Average Market Value of the assets of the Foundation to be distributed in any given year shall, subject to the foregoing and subsection (c), below, be determined by the Committee in its discretion.

(b) Notwithstanding the provisions of subsection (a), above, and except as provided in subsections (c) and (d), below, the Committee shall make no distribution at any time that would reduce the Average Market Value of the assets of the Foundation, excluding

assets attributable to Designated Contingent Purpose Funds, to less than Ten Thousand Dollars (\$10,000).

(c) When formally directed by the Vestry in exceptional situations only, the Committee may distribute more than five (5) percent of the Average Market Values of the assets of the Foundation in a single year (as calculated under subsection (a), above); provided, however, that such direction is approved by a two-thirds (2/3) majority vote of the members of the Vestry present and voting at a meeting of the Vestry at which a quorum is present. In issuing such a direction, the Vestry shall specify whether or not the amount of any distribution in excess of five (5) percent of the Average Market Value of the assets of the Foundation shall be treated as a loan from the Foundation for uses approved by the Vestry, and if so, the terms and conditions of such loan.

(d) In addition to the annual distributions as described in subsections (a), (b), and (c), above, the Committee shall distribute to the Vestry assets attributable to any Designated Contingent Purpose upon request by the Vestry for all or a portion of such assets and certification by the Vestry that (i) the contingency specified by the donor has occurred and (ii) that the assets so requested are necessary to fulfill the donor's intent.

(e) Absent approval in accordance with Subsection (c) above, or as expressly approved by a donor with respect to that donor's contribution, no funds or assets of the Foundation shall be disbursed or pledged to help pay operating expenses of the Parish, which are to be funded from annual pledges and contributions.

Section 4.02. Records and Annual Reviews or Audits.

The Committee will keep complete and accurate records of the Foundation on a calendar year basis and, not less often than annually, will cause its financial records to be either reviewed or audited by a Certified Public Accountant in such manner as may be directed by the Vestry; provided, however, that the reviewer or auditor shall not be a member of the Committee or the Vestry.

Section 4.03. Reports to the Vestry and Parish.

(a) The Committee shall, not less often than semi-annually, make a written report to the Vestry, including current available information on: the type of assets and estimated market value of Foundation assets; all expenses of the Foundation since the last report to the Vestry; and all relevant activities of the Committee since the last report.

(b) The Committee shall provide a full report on the Foundation's assets and expenses, as well as the activities of the Committee, to the Parish at the Annual Parish Meeting.

Section 4.04. Tax Matters.

(a) In a timely manner, the Committee will provide to donors to the Foundation

appropriate confirmations of their gifts, and to the Vestry or its agent all information regarding the Foundation 's operations pertinent to Christ Church Anglican's tax returns that might be required under federal and state laws.

(b) The Foundation shall at all times be operated in a manner consistent with Christ Church Anglican's status as a qualified tax-exempt entity and to assure that contributions will qualify as charitable contributions.

ARTICLE V. AMENDMENT AND TERMINATION OF THE FOUNDATION

Section 5.01. Amendments to this Resolution.

Except as provided in Section 5.02, this Resolution may be amended upon recommendation of a two-thirds (2/3) majority vote of the Committee members and by a two-thirds (2/3) majority vote of all members of the Vestry.

Section 5.02. Termination of the Foundation.

(a) Except as provided in subsections (b) and (c), below, the Foundation will terminate automatically upon the permanent dissolution of Christ Church Anglican. In the event of such permanent dissolution, ownership of the assets of the Foundation shall be automatically vested in the Diocese.

(b) If Christ Church Anglican merges or consolidates with another church in a manner such that the Parish is not the surviving entity, the Foundation shall not terminate if the Vestry authorizes the survival of the Foundation for the benefit of the new entity formed by the merger or consolidation. As part of such action and acting in accordance with the same procedures required for authorization of the merger or consolidation, the Vestry may make such amendments to this Resolution as are necessary and appropriate in light of the merger or consolidation; provided, however, that such amendments are consistent with the fundamental purposes and intent of this Resolution.

(c) In the event of a merger or consolidation of the Parish with another church in a manner such that the Parish is the surviving entity, the Foundation shall not terminate.

IN WITNESS, WHEREOF, the Rector and members of the Vestry of Christ Church Anglican, Phoenix, Arizona have adopted this Resolution Establishing the Christ Church Anglican Foundation, on the 20th day of March, 2018.

Approved by:

The Reverend Chris Schutte, Rector/Senior Pastor

Shawn Carson, Senior Warden

Jack Smelser, Junior Warden

Katie D'Amour, Vestry

Stephen Doholis, Vestry

Laura Henrich, Vestry

Jeff Irish, Vestry

Jennifer Jones, Vestry

Mary Ruskin, Vestry

Frederick Samuelson, Vestry

Joanie Simon, Vestry

Grant Weicht, Vestry

SECTION A

Investment Policy Statement

Purpose

This Investment Policy Statement (IPS) establishes the Foundation's investment philosophy, investment objectives, constraints, strategic asset allocation, and rebalancing guidelines for managing the investments of the Foundation. The IPS also sets forth implementation and monitoring guidelines for the Committee, reporting requirements to the Vestry, and an annual review of the IPS.

Responsibility

The IPS shall be developed by the Committee. The IPS, and all amendments thereto, shall be subject to ratification by a majority of the Vestry. These guidelines shall be reviewed at least annually by the Committee to determine whether they should be amended. The Committee may choose to employ an outside investment manager.

Conflict of Interest

All members of the Committee shall be prohibited from also serving as an outside investment manager to the Foundation, or from receiving compensation for serving as an investment adviser to the Foundation or the Committee.

Fund Objectives

The assets of the Foundation are to be invested with the same care, skill and diligence that a prudent investor would exercise in investing institutional endowment funds. The primary objectives will be to provide long term growth and income, without unreasonable exposure to risk.

Investment Philosophy

The Committee's general approach is to pursue the highest risk-adjusted long-term investment return through an asset allocation strategy, which means a long-term, diversified exposure to a range of investment risks and returns. As such, the Committee will not attempt to "time the market" by entering or exiting the investment strategy based upon perceived market swings. To carry out its duty, the Committee will generally research, select, and monitor investment managers, with a focus on passive asset management, to implement Strategic Asset Allocation.

Investment Guidelines:

Time Horizon:

The Foundation has a perpetual time horizon normally associated with endowments.

Risk Tolerance:

Because of its long-term time horizon, the Foundation in the short run may tolerate fluctuations in market values and rates of return. High levels of risk and high volatility, however, are to be avoided.

Prohibited Investments:

In keeping with the mission of Christ Church Anglican, the Committee shall exercise due diligence to not invest in any securities, public or private, of businesses that derive a substantial portion of their revenue from activities deemed inappropriate by the Vestry. The Vestry may change its policy at any time, and will review it at least annually. All outside investment managers must agree to these constraints prior to being hired.

Portfolio Diversification:

The investment objectives should be achieved through a diversified portfolio, which may include but is not limited to, large-cap, mid-cap, small-cap U.S. equities, international equities (both developed and emerging markets), bonds and cash.

Investment Discretion:

These guidelines are not intended to restrict or impede the efforts of the Committee to attain the Foundation's objectives, nor are they intended to exclude the Committee from taking advantage of appropriate opportunities as they arise. The Committee shall have discretion and flexibility to implement the objectives and policies herein set forth.

Asset Allocation

Because securities markets may vary greatly throughout a market cycle, the Foundation's assets may be reallocated within the following ranges and subject generally to the Foundation's overall objectives and policy guidelines herein set forth.

The strategic target allocation shall be within the following ranges (plus or minus 5%):

EQUITIES: 40% - 70%
FIXED INCOME: 60% - 30%
CASH: 0% - 20%

The target allocation among equity classes shall be determined periodically (and at least annually) by the Committee in consultation with the investment manager(s) to reflect a prudent response to current market conditions. In addition, the Committee may create specific target allocations adjusted according to any gifts with defined periods for use.

Investment Policy Review

The Committee will review this IPS at least annually to determine whether stated investment objectives are still relevant and the continued feasibility of achieving the same. It is not expected that the IPS will change frequently. In particular, short-term changes in the financial markets should not require adjustments to the IPS.

SECTION B

Spending Rule Policy

The Spending Rule Policy applies to those funds invested in the Foundation's Endowment Fund (i.e. those gifts which are specifically intended for a true endowment, with preservation of original capital, and spending restricted to investment gains). Funds available for distribution will be determined by using a total return principle (i.e., return derived from dividends and interest as well as realized and unrealized capital gains).

Distributions are subject to items A, B and C following:

- A. The Committee may annually distribute from the Endowment Fund for uses approved by the Vestry no more than 5 percent of the Average Market Value of the assets of the Endowment Fund; assets attributable to Designated Contingent Purpose Funds shall not be included in the calculation of assets for purposes of arriving at the annual distribution percentage. The exact percent of the Average Market Value of the assets of the Endowment Fund to be distributed in any given year shall, subject to the foregoing and subsection C, below, be determined by the Committee in its discretion.
- B. Notwithstanding the provisions of subsection A, above, and except as provided in subsections C, below, the Committee shall make no distribution at any time that would reduce the Average Market Value of the assets of the Endowment Fund, excluding assets attributable to Designated Contingent Purpose Funds, to less than Ten Thousand Dollars (\$10,000).
- C. When formally directed by the Vestry in exceptional situations only, the Committee may distribute more than 5 percent of the Average Market Values of the assets of the Endowment Fund in a single year (as calculated under subsection A, above); provided, however, that such direction is approved by a two-thirds (2/3) majority vote of the members of the Vestry present and voting at a meeting of the Vestry at which a quorum is present, and confirmed by a two-thirds (2/3) majority vote of members of the Parish of the Parish present and voting at a duly called meeting of the Parish in accordance with the Bylaws. In issuing such a direction, the Vestry shall specify whether or not the amount of any distribution in excess of 5 percent of the Average Market Value of the assets of the Endowment Fund shall be treated as a loan from the Endowment Fund for uses approved by the Vestry, and if so, the terms and conditions of such loan.

Absent approval in accordance with Subsection (c) above, no funds or assets of the Endowment Fund shall be disbursed or pledged to help pay operating expenses of the Parish, which are to be funded from annual pledges and contributions.

The percentage of the Endowment Fund made available for distribution shall be determined each year by the Committee and will normally fall in the range of three to

five percent. In so doing, market performance of the portfolio will be an important consideration. It will be the goal of the Committee to grow, or at least maintain, the purchasing power of the Endowment Fund taking inflationary effects into account.

Any unexpended funds from those available for distribution in a given year will be accrued and will continue to be considered available for distribution in subsequent years unless otherwise designated by action of the Committee with the approval of the Vestry.

Expenses related to the management and administration of the Endowment Fund will be deducted from the funds available for distribution.

SECTION C

Disposition of Bequests Policy

This policy statement governs the disposition of *bequests* which, for purposes of this statement, will mean any type of gift in which the assets are transferred upon the death of the donor. The assets may be in any form, such as cash, securities, personal property, real property, etc.

The bequest may identify the beneficiary in one of two general ways: “Christ Church Anglican” or some other wording that includes “CCA Foundation.”

1. Bequests with “Christ Church Anglican” as beneficiary can be of two general types:
 - a. **Restricted:** The donor has identified a designated contingent purpose(s) to which the funds should be directed. The Vestry will guarantee that the use(s) to which those funds are applied is faithful to the donor's wishes. The funds will be directed to their designated purpose(s), in which case they would become a designated fund within the Foundation, or by direct expenditure of the funds through the Treasurer of the Parish.
 - b. **Unrestricted:** Unrestricted bequests will be transferred to the Foundation and allocated by the Committee to its Endowment Fund.
2. Bequests designating the “CCA Foundation” as beneficiary are automatically transferred to the Foundation upon receipt. If the bequest was given for a designated purpose, then the value of the assets will be applied to establish a designated fund of the Foundation. If the bequest to the Foundation is undesignated, the assets will be directed to the Foundation Endowment Fund.

This policy specifically acknowledges that from time to time truly extraordinary needs of the Parish may arise to necessitate an exception to this policy. In such instances the following procedure will apply:

The Rector, Senior Warden, and Treasurer of the Parish will assess the particular circumstances giving rise to a perceived need to make an exception to the policy. Such circumstances should be judged to be truly extraordinary and that no other financial resources of the Parish are available or are expected to become available in time to fulfill the urgent need. If an exception is deemed appropriate, the Rector, Senior Warden, and Treasurer will make a recommendation. Final authority for granting such an exception to the policy will rest with the Vestry.

SECTION D

Designated Contingent Purpose Fund Policy

A separate designated contingent purpose Fund within the Foundation may be established for gifts in the amount of \$100,000 or more. These assets are merged with other assets of the Foundation for investment purposes, but the identity and designated purpose of each Fund is preserved individually.

The Fund is established effective the last day of the quarter in which the gift is received. The value is determined either by the actual value, if received by the Foundation in cash, or the market value of the assets determined on the date the Fund is established.

Income, realized gains or losses, and unrealized gains or losses are allocated quarterly to each Fund based on its market value relative to the total market value of the Fund at the end of the previous quarter. New gifts are then added and withdrawals are subtracted to arrive at the new value of the designated Fund on the last day of the quarter. Expenditures are limited to the purposes specified in the designation and are governed by the Foundation's Spending Rule.

SECTION E

Gift Acceptance Policy

Purpose

This gift acceptance policy will provide guidelines to Christ Church Anglican Foundation (CCA Foundation) Committee who are involved in the acceptance of gifts and to prospective donors who may wish to make gifts to the CCA Foundation. This policy is intended only as a guide and allows for some flexibility on a case-by-case basis. The gift review **process** outlined here, however, is intended to be followed closely.

Gift Acceptance

The Committee reserves the right to decline any gift that does not further the mission of the Parish. Also, any gifts that would create an administrative burden or cause the Parish to incur excessive expenses may be declined.

Cash

1. All gifts by check shall be accepted by the Foundation and added to the appropriate fund category of the Foundation.
2. Checks shall be made payable to the "CCA Foundation." In no event shall a check be made payable to an individual who represents the Foundation or the church in any capacity.

Publicly Traded Securities

1. Readily marketable securities, such as those traded on a stock exchange, shall be accepted by the Foundation.
2. The value of securities is the value at the end of the trading day on the date of the gift.
3. A gift of securities to the Foundation is usually liquidated immediately, and the cash invested in the appropriate fund.

Closely Held Securities

1. Non-publicly traded securities may be accepted after consultation with the Committee.
2. The Committee will explore methods for liquidation of the securities through redemption or sale **prior to acceptance**. The Committee will try to determine:
 - a. An estimate of fair market value
 - b. Any restrictions on transfer
 - c. Whether and when an initial public offering might be anticipated

3. No commitment for repurchase of closely held securities shall be made prior to completion of the gift of the securities.

Real Estate

1. Any gift of real estate must be reviewed by the Committee.
2. Normally, the donor is responsible for obtaining and paying for an appraisal of the property. The appraisal will be performed by an independent and professional agent.
3. The appraisal must be based upon a personal visitation and internal inspection of the property by the appraiser. Also, whenever possible, it must show documented valuation of comparable properties located in the same area.
4. The formal appraisal should contain photographs of the property, the tax map number, the assessed value, the current asking price, a legal description of the property, the zoning status, and complete information regarding all mortgages, liens, litigation or title disputes.
5. The Committee reserves the right to require an environmental assessment of any potential real estate gift.
6. The property must be transferred to the Foundation prior to any formal offer or contract for its purchase is made.
7. The donor may be asked to pay for all or a portion of the following:
 - a. Maintenance costs
 - b. Real estate taxes
 - c. Insurance
 - d. Real estate broker's commission and other costs of sale
 - e. Appraisal costs
8. For gift crediting and accounting purposes, the value of the gift is the appraised value of the real estate. This value may be reduced by the costs of maintenance, insurance, real estate taxes, broker's commission and other expenses of sale.

Life Insurance

1. A gift of a life insurance policy must be referred to the Committee.
2. CCA Foundation can be named a contingent beneficiary or the beneficiary of a percentage of a life insurance policy
3. The Committee will accept **ownership** of a life insurance policy as a gift only if the Foundation is named as the owner and beneficiary of 100% of the policy.
4. If the gift is a paid-up policy, the value for gift crediting and accounting purposes is the policy's replacement cost.
5. If the policy is partially paid-up, the value for gift crediting and accounting purposes is the policy's cash surrender value. (For IRS purposes, the donor's charitable income tax deduction is equal to the interpolated terminal reserve, which is an amount slightly in excess of the cash surrender value.)

Tangible Personal Property

1. Any gift of tangible personal property shall be referred to the Committee prior to acceptance.

2. Gifts of jewelry, artwork, collections, equipment and software shall be assessed for their value to the Foundation. Their value may be realized either by being sold or used in connection with the church's exempt purpose.
3. Depending upon the anticipated value of the gift, a qualified outside appraiser may be asked to determine its value.
4. The Committee shall adhere to all IRS requirements relating to valuation and disposition of gifts of tangible personal property and will provide appropriate forms to the donor and IRS.

Deferred Gifts

1. The Foundation encourages deferred gifts in its favor through any of a variety of vehicles:
 - a. Charitable gift annuity (or deferred gift annuity)
 - b. Pooled income fund
 - c. Charitable remainder trust
 - d. Charitable lead trust
 - e. Bequest
 - f. Retained life estate
2. The Foundation (or its agent) shall not act as an executor (personal representative) for a donor's estate. A member of the Church staff serving as personal representative for a member of the Church does so in a personal capacity and not as an agent of the Foundation.
3. The Foundation (or its agent) shall not act as trustee of any charitable remainder trust.
4. When donors are provided planned gift illustrations or form documents, these will be provided free of charge. For any planned gift related documents, materials, illustrations, letters or other correspondence, the following disclaimer should be included:

The CCA Foundation strongly urges you to consult with your attorney, financial and/or tax advisor to review this information provided to you without charge or obligation. This information in no way constitutes legal or financial advice.

5. All information obtained from or about donors/prospects shall be held in the strictest confidence by the Committee. Neither the name, the amount, nor the conditions of any gift shall be published without the express written or oral approval of the donor and/or beneficiary.
6. The Committee may seek qualified professional counsel in the exploration and execution of all planned gift agreements. The Committee recognizes the right of fair and just remuneration for professional services.
7. If desired, a Legacy Certificate will be given to those who have filled out a Letter of Intent regarding the naming of the "CCA Foundation" in their will. Neither the name, the amount, nor the conditions of any gift shall be published without the express written or oral approval of the donor and/or beneficiary.