



## THE TRINITY CHURCH FUND

**We are called to passionately answer the call of God by sharing with all people the good news of Jesus Christ, growing in a relationship with Christ and one another, and dedicating our Church to serve in His name.**

Amended & Accepted by Session  
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## **A. ESTABLISHMENT OF FUND**

### **A. Name**

The Fund of Trinity Presbyterian Church of Berwyn is hereafter called "The Trinity Fund" or "Fund".

### **B. Purpose and Goals of the Trinity Fund**

The purpose of this Fund is to ensure dynamic advancement of the Kingdom of God through gifts and bequests. We remember the Lord's prayer; "... Thy kingdom come, thy will be done, on earth as it is in heaven, ..." These funds are intended to create, grow and enhance programs and projects that will perpetuate the teachings of Jesus the Christ. It is the Church's purpose to find great joy in the active planning, giving, reporting, and celebrating of our Christian faith in response to the charge that Jesus gave us in the Great Commission (*Matthew 28:18-20*).

The goal of the Trinity Fund is to provide a joyful opportunity for members and friends to contribute to the ministries and building and facilities of Trinity Presbyterian Church ("Church"). Members and friends of the Church are invited to make donations of cash, appreciated securities, wills, insurance, gift annuities and other items. Contributions shall be added to the principal of the Fund for the enhancement and development of the Church's Ministries. In addition, the Fund may provide for the ongoing maintenance of the Church's buildings and facilities. Contributions to the Fund may be permanent, non-permanent, restricted, and non-restricted.

Unless otherwise restricted by the donor, contributions will be added to the general principal of the Fund. Annual and special income received from the principal held by the custodian (currently the Vanguard Group) will be allocated equally to the sub funds defined herein and may be disbursed to provide financial support through action taken by the Trinity Fund Committee.

The Fund will not contribute to the Church's annual operating expenses. Expenses associated with the Church operating budget will be provided for through annual pledges to the Church.

### **C. Date Established**

The Trinity Fund was established and voted into existence on June 22, 2003, by Session.

### **D. Fiscal Year**

The Trinity Fund fiscal year is the same as the calendar year.

### **E. Fund Administration Responsibility**

A Trinity Fund Committee will administer the Trinity Fund. This committee will report directly to Session.

### **F. Full Disclosure**

The annual report will disclose total gift amounts and number of gifts made within the year

as well as the investment results and disbursements.

## **G. Definition of Sub Funds**

### Ministry Enhancement Fund

The Ministry Enhancement Fund is to be used for non-operating expenditures. This fund should be available for planned programs, except for unusual or emergency situations. These programs will be used for the Glory of God and directed toward the enhancement and development of the Church's ministries such as through worship, evangelism, education, outreach, and fellowship.

### Building & Facilities Fund

The Session will from time to time develop a plan that forecasts projections of building and facility's needs. The needs include but are not limited to the repair and/or replacement of boiler; roof; parking lot; painting; HVAC upgrades; windows; landscaping, etc. The investment income allocated to this sub fund shall not be used to pay for operating expenses.

### Individual Restricted Funds

There may exist special circumstances when a donor wishes to make a restricted donation. In cases of restricted gifts, the donors will be asked to sign a document (see Appendix) which indicates their understanding that their restricted gift might at some time need to become unrestricted when the original purpose no longer exists. Every effort will be made to find use for the gift that is as similar as possible to the original intent. The Trinity Fund Committee will make recommendations to the appropriate governing body.

## **H. Policy Review**

The Trinity Fund Committee will review these Bylaws and policies and procedures from time to time, as it deems appropriate. Any member of the Committee or Session may request a policy review. Such a request must be voted on and approved by a majority of the sitting members of the Trinity Fund Committee.

## **I. Policy Amendments**

Recommendations for amendment(s) will be approved by a 2/3 vote of the full committee and approval of Session by a minimum 2/3 vote of the elected members of Session.

## **J. Church Dissolution/Merger**

In the event of the dissolution of Trinity Presbyterian Church, the Presbytery of Jurisdiction is entitled to the benefits and obligated to administer the funds in similar fashion. If the church merges with another church, the funds will become a part of the merged church and where possible used for the original intent of the gift.

## **II. TRINITY FUND COMMITTEE**

### **A. Philosophy**

The Trinity Fund Committee will make every attempt to administer The Trinity Fund for the good of the Church. We will pray to direct The Trinity Fund for the enhancement of our ministries and the maintenance or improvement of our buildings and facilities.

### **B. Trinity Fund Committee Composition**

There will be 6 voting members of the Trinity Fund Committee. The committee will be made up of 2 Session members, at least one of whom is a member of the Stewardship and Finance Committee, 1 Deacon, and 3 members-at-large from the congregation. In addition, the treasurer, assistant treasurer, and the pastor/head of staff will serve as non-voting, ex-officio members.

### **C. Length & Number of Terms**

The treasurer, assistant treasurer and pastor/head of staff will carry a continuous term. The Session and Deacon members' terms will coincide with his/her term with their board. All members-at-large will serve three-year terms. The members-at-large are permitted two consecutive terms with one year off before a subsequent term.

### **D. Committee Appointment**

The members-at-large are nominated by the Nominating Committee and voted upon by the Session for approval. The respective boards will appoint their own representatives.

### **E. Conflict of Interest**

Members of the Trinity Fund Committee should maintain objectivity and be free of any conflicts of interest. Should a conflict arise in connection with actions pending before the Fund members will be expected to declare the conflict and excuse themselves from deliberation and voting on the matter.

### **F. Committee Offices**

The Trinity Fund Committee elects the office holders. There will be a chair, vice-chair and secretary.

### **G. Annual Meetings**

The Trinity Fund shall meet to consider business at least annually. Additional meetings will be held as needed when matters affecting the Fund arise ("Special Meetings"). The Session or any member of the Fund Committee may request that a Special Meeting be convened to consider applications or requests for gifts as provided for in Article IV. Special Meetings will be held at a time and place determined by the Chair. Minutes of these meetings shall be provided to Session at their next meeting.

## **H. Special Meetings**

The Chair of the Fund Committee, two committee members, or the Session may request Special Meetings. If the Session refers an application, a request for funding, or any other matter for consideration the Chair will promptly schedule and convene a meeting and report back its decision within 45 days, unless the Session requests the input be provided more quickly. Minutes of these meetings shall be provided to Session at their next meeting.

## **I. Quorum**

A quorum will be set at 2/3 of voting members.

## **J. Voting**

A simple majority of present voting members is required to carry a vote, except for policy amendments, (refer to Section III, paragraph I).

## **K. Proxy Voting**

Proxy voting will not be allowed.

## **L. Insurance**

Trinity Presbyterian Church will provide insurance in an amount equal to the current Fund value for the protection of the Fund Committee and its members, including the at-large-members.

## **M. Responsibilities of the Trinity Fund Committee**

1. Follows policies and procedures
2. Recommends policy and procedure changes as needed
3. Accounts for receipts, investments and disbursements
4. Consider all applications or requests for financial support in a timely manner (i.e. within 30 days of receipt).
5. Acknowledgment of contributions
6. Maintenance of all Trinity Fund records
7. Reviews non-cash gifts and makes recommendations to Session.



### **III. ACCEPTANCE OF CONTRIBUTIONS**

#### **A. Philosophy**

Trinity Presbyterian Church views the intent, faith and love behind each gift to be a very important and true blessing for all involved. Contributions will be prayerfully considered for acceptance in view of the mission and vision of the church. As Trinity Presbyterian Church greatly appreciates all thoughts of giving, we encourage each potential giver to consider providing their gifts free from specific restrictions.

#### **B. Accepting a Gift**

Non-cash gifts and cash gifts with restrictions must have Session approval after review by the Trinity Fund Committee.

#### **C. Power to Decline**

The Committee has the power to recommend declining a gift if it is determined to be inappropriate to the church and its mission. (Examples of this may include real estate with environmental issues, liens or judgments, or gifts with restrictions.) The Committee will make recommendations to Session for final gift approval or refusal.

#### **D. Cash Gifts**

The Trinity Fund accepts cash gifts in the form of a check. Checks should be made out to "Trinity Presbyterian Church- Trinity Fund" or noted Trinity Fund and delivered to the Church office for processing.

#### **E. Non-Cash Contributions-- Liquidation**

All non-cash gifts received by Trinity Fund Committee will be converted to cash as soon as possible. Non-cash gifts of securities will not be held in expectation of market fluctuations.

#### **F. Contributions of Real Estate**

Before acceptance, gifts of real estate must be deemed to have a positive impact upon the mission and goals of the church.

In most cases, gifts of real estate will be gratefully accepted. However, in some cases, upon the recommendation of the Trinity Fund Committee, the acceptance of the gift of real estate maybe subject to a title search, a phase I environmental assessment, and/or other tests that may be deemed appropriate. The Donor will assume the cost of all mandated tests, studies, and assessments, but will be reimbursed upon successful completion of the transfer of the real estate. In most cases real estate will be sold as soon as practical, and the costs of the sale will be deducted from the proceeds of the sale.

Some situations might call for retaining the real estate; if for example, it will be developed into a parking lot for the church or used for expansion of the church building.

### **G. Contributions of Stock**

Donors of the stock will be credited the value of the stock for tax purposes on the date that the stock was received in negotiable form. The stock will be valued at the last sale price reported by the stock market on the date the stock was received. In the case of mutual funds, the value will be set at the value established at the close of the trading day. All contributions of stock will be acknowledged in a manner which is consistent with IRS guidelines.

### **H. Restrictions Placed on Contributions by the Donor**

As we encourage donors to place no restrictions upon their contributions, we will accept a restricted contribution only if the restrictions coincide with the mission and goals of the Church. Restrictions will be honored in perpetuity as long as the original purpose of the contribution exists. If the original purpose of the contribution no longer exists, and if the pertinent release form is signed, then the use of the contributed funds will be directed toward a use similar to the original intention.

### **I. Acknowledgment of Contributions**

All offered gifts will be acknowledged in writing by the secretary of the Fund Committee within 30 days of acceptance.

## IV. ADMINISTRATION

### A. Philosophy

The gifts that God has entrusted to our care will be carefully tended for long-term growth and maximum impact upon the Church for the Glory of God.

### B. Investment Vehicle Selection & Review

The objective of the Committee is to grow the Fund's assets for the use for God's Kingdom. The principal of the Fund will be deposited with an investment custodian and the Treasurer will monitor and supervise the custodians' actions. The Session upon the recommendation of the Fund Committee may choose to engage one or more investment advisors to actively manage the principal of the Fund. Investment of the principal of the Fund will include but not be limited to the use of moderate investment policies for the long-term growth and reasonable security of investments, and the use of socially responsible investment guidelines, competitive long-term investment performance and competitive fees.

The following definitions are meant to help clarify the section below:

- Principal - the original gift value made by a donor.
- Investment Income - the amount of dividends or interest earned from investing the principal (donor contribution).
- Capital Gain/Loss - the gain or loss realized from the investment of the original Principal (donor contribution)
- Total Return - the accumulated value of income and Capital Gains/Losses earned by the investment of Principal (donor contribution)

### C. Fund Administration

Within 30 days of the end of a calendar year the Treasurer shall provide the Fund Committee with a report that identifies the amount of investment income earned by the Fund in the prior year. The income will be reserved for distribution as "gifts" from the Fund that may upon approval of the Fund Committee provide financial support to Church ministries and building and facilities. Aggregate investment income will be allocated for use in the following ratio: 50% to Ministry Enhancement Sub Fund and 50% to Building and Facilities Sub Fund. If the terms of a restricted contribution provide that the investment income generated by the contribution shall be used for the intended purpose of the donor then the Investment Income attributable to such restricted contribution(s) shall be deducted from aggregate investment income before the allocation between sub funds is calculated.

Income allocated to each sub fund that is not expended (or contracted to be expended) shall be subject to the "reach-back" provisions of Article 5 B, related to the Use of Unspent Funds, under Gift Disbursement.

### D. Restricted Funds

Restricted Contributions will be invested according to the goals and stipulations of each

individual fund. If there are no specific goals or stipulations, the restricted contributions will be invested to meet the overall investment objectives. Each restricted fund will have a record of restricted use and instructions as to whether it is expected to be a permanent fund or nonpermanent fund. Permanent funds will have no principal invasion, and income only will be spent.

### **E. Reporting**

The Trinity Fund is restricted and no invasion of principal is permitted. The growth of the funds through contribution and investments will be recorded as well as the distributions taken. All distributions will be itemized. An annual report will be provided for inclusion in the Church's annual report.

### **F. Applications for Gifts**

All applications or requests are to be handed into the church office and promptly (i.e. within 30 days) will be directed to the chair of the Trinity Fund Committee. Applications will be reviewed by the Trinity Fund Committee and recommendations on the applications will be submitted to Session for review and final approval or rejection. Every effort will be made by the Trinity Fund Committee chairperson to personally contact the individual with the acceptance or rejection within three days of Sessions decision.

Requests for application and financial support may originate from one or more standing committees, the Session or any member of the congregation or friend of the Church and will be considered by the Fund Committee within 30 days of receipt from the requesting committees. Once approved by Session the gift will be dispersed to the vendor or service provider from funds that have been transferred from Fund's custodian accounts and placed in the Church's operating account.

## V. GIFT DISBURSEMENT

### A. Philosophy

Disbursement of funds will be limited to non-operating expenses. Aggregate disbursements in any calendar year shall be limited and shall not exceed the aggregate of investment income credited by the Custodian to the Trinity Fund from the immediate prior calendar year. For clarity, the aggregate of investment income earned in the immediate prior year is generally provided by the custodian in January or February of the calendar year in which the investment income was earned (“immediate prior calendar year”).

Requests for gifts (i.e. disbursements) will be evaluated as they relate to the mission and goals of the church. To the extent possible, requests will be made in the year prior to the need in order to maximize the use of the funds available. No gift disbursements of any portion of the principal assets of the Trinity Fund may be made. Actual gift disbursements in any calendar year will be limited 50% to the Ministries Enhancement Fund and 50% to the Building and Facilities Fund. If in any calendar year no requests for disbursements are received, or the amount of disbursements approved is less than the aggregate investment income of that calendar year, such investment income shall be, added to the principal assets of the Trinity Fund. Notwithstanding the provisions of this paragraph, the Fund Committee, may in their sole discretion, determine to “reach-back” to prior years’ investment income to fund disbursements as further provided below.

### B. Unspent Funds

Notwithstanding the Philosophy stated in A above (which was approved in 2018), the Fund Committee may “reach-back” into prior years’ and disburse unspent investment income, earned before the immediate prior calendar year, if in the sole judgement of the Fund Committee it is deemed appropriate to do so, based on the following schedule:

- In the first year before the immediate prior calendar year the Fund Committee may authorize disbursements of up to 50% of those years undistributed aggregate investment income,
- In the second year before the immediate prior calendar year the Fund Committee may authorize disbursements of up to 25% of those years undistributed investment, and
- In the third year before the immediate prior calendar year the Fund Committee may authorize disbursements of up to 15% of those years undistributed investment income. The investment income not expended in the immediate prior calendar year, or the 3 calendar preceding calendar years will be added to the principal of the Trinity Fund.

### C. Publication of Gift Use

Gift disbursements will be disclosed in the Church’s annual report.

# APPENDIX