

St. Alban's Episcopal Church  
El Paso, Texas

Policy Regarding Gifts and Memorials  
Approved, March 21, 2009

From time to time, parishioners and others with a close relationship to St. Alban's Episcopal Church, make gifts to the Church, either in their own names or in memory or thanksgiving for a loved one. Such gifts fulfill mutual needs:

- (1) The donor finds a meaningful way of expressing his or her gratitude, love and remembrance of God's grace, and
- (2) The gift benefits the Church and furthers her mission for God's kingdom.

Unrestricted Gifts: St. Alban's Parish Church is appreciative of all gifts from the smallest to the largest. All gifts on behalf of specific persons are to be clearly designated, in writing. Gifts of cash, marketable securities, real property or any similar property easily turned into cash, given without restriction as to use are always most welcome and appropriate and need no approval or other process.

Designated Gifts: Frequently, however, the donor wishes to give some item of tangible property, create a physical memorial in the Church or on its grounds, or restrict a gift of cash for a specific purpose or program. In such cases, the proposed gift will be given consideration primarily from the standpoint of the Church and her mission. Gifts that may be of limited use to the Church, or fail to help the mission of the Church, may be declined. To this end, all restricted and memorial gifts will receive careful thought from several perspectives, including purpose, utility, durability and ongoing physical maintenance or funding. Memorial proposals should represent the values and mission of the Church community as well as the person being honored. Potential donors should also be mindful of future generations.

Building additions and improvements: Among the greatest attractions of St Alban's Episcopal Church since her founding in 1921, are her physical beauty, architectural integrity, ministry to her community and her historical significance. Accordingly, proposals for building alterations or additions, interior or exterior fixtures, renovations or decorations are to be well thought-out for their effect on the building and grounds.

Gift and Memorial Committee: To avoid placing such significant decisions in the hands of one person (whether that is the donor or a single representative of the Church), a mutual approach will be used. This takes into account both the wishes of the donor and the Church community. Therefore, a Gift and Memorial Committee shall be established, composed of the Rector (its Chair), the Senior or Junior Warden, and two or more other parishioners, who need not be members of the vestry, but shall include persons knowledgeable in the history and architecture of the Church and in her treasured tradition. This committee shall have an odd number of members, appointed by the Rector. Prospective donors should first make contact with the Rector about any proposed gift or memorial for referral to the committee and vestry.

Process of Review: When a proposed gift would involve building alterations or additions, interior or exterior fixtures, renovations or decorations, the Gift and Memorial Committee shall review the proposal. By necessity, the committee will ask the donor to submit proposed plans,

drawings, photographs, or some other reasonable “visuals” to allow the committee to determine precisely what is being proposed (size, shape, colors, materials, style, text, etc.). This will include where it would be located, how it would be constructed or installed, how construction or installation would be funded, whether there are any zoning or other legal requirements, and whether and how ongoing maintenance would be provided.

Vestry Approval: Once the Gift and Memorial Committee has gathered all the facts, it will make its recommendation to the Vestry. The Vestry will determine whether to accept the memorial gift as proposed. In very rare cases, the Vestry may respectfully decline the original offer. The Rector may suggest to the donor, if agreeable, that some other gift may be more appropriate and have a greater positive impact on the Church and her mission.

Duties of the Gift and Memorial Committee: The committee will:

- (1) Establish a list of pre-approved memorials.
- (2) The committee will also promote and encourage memorial giving;
- (3) Send acknowledgments for all memorial gifts received;
- (4) Maintain a Memorial Book to record donors and memorial gifts;
- (5) Plan dedication events;
- (6) See that all memorial gifts are properly cared for.
- (7) The committee will also ensure its committee minutes are submitted to the Vestry and archived with sufficient information set forth to provide a permanent and easily referenced record of each memorial

Gifts in Kind: It is the sole responsibility of the donor to determine the value of a gift in kind; the church cannot assign a value to the donated item(s), and donors are urged to consult with their personal tax advisor concerning the tax implications of any gift to the church.

Retirement of Gifts: Sometimes the Church owns property that it can no longer use. Some unneeded property may be put to better use by donating it to another Episcopal or other church. Some property is so old there are no records of whether it was a restricted gift, a memorial gift, or even a gift at all. The existence of brass plaques naming a donor or honoree can be helpful, but may not answer the question as to the Church’s ability to retire the property. Although the Church recognizes that some members may feel sentimental attachment to some property, the formal policy of the Church is that even restricted gifts do not imply the Church must keep the property forever unless the Church expressly so agrees in writing when the gift is accepted.

Written Gift Agreement: A written agreement between the donor and the Church regarding the gift and the terms of its donation shall be signed and placed in the Church’s permanent records. Unless there are any special conditions in the agreement, the Church is presumed to have the right to retire the use of such a memorial and to dispose of it – if and when its care and maintenance becomes unreasonably costly, or the mission of the Church can best be fulfilled by its retirement. In such cases, the Vestry will make a decision as whether the memorial is to be donated, sold or otherwise. These retirement actions will be carried out by the Rector with prayerful respect and honor given to the donor or donor’s survivors, being sensitive to the love given with the gift, to the Glory of God and in memory of those memorialized.

2009 Gift and Memorial Committee: Fr. Philip Parham, Rector and Chair, Bill Webb, Senior Warden, Dr. Jackie Grueling, John Morgan and Janet Bartlett.

## PRE-APPROVED MEMORIAL GIFTS

1. 3 Stained Glass windows on the West front of the church @ \$200 a square foot, = \$ 3000 - 6000
2. Double sided outdoor *Sign by Montauk* at Wheeling & Piedras = 1000 - 3000
3. Wide outside sign on West side on Elm, with benches & patio = 4000 - 6000
4. Permanent Stations of the Cross in the Church (wood or bronze) = 1000 - 5000
5. New front doors to the church (carved wood or other more elegant ones) = 1000 - 5000
6. Outside louvered clere story windows in parish hall (donor?) = 3000 - 5000
7. Banners in parish hall to cover blue panels @ \$200 each = 2000 - 3000
8. Pulpit seasonal hangings @ \$300 each = 1200 - 3000
9. Vestments, clergy and choir @ \$150 – 300 each