

St. Mark's Episcopal Church

13312 Cain Road, Tampa, FL 33625

Office: (813) 962-3089 www.stmarkstampa.org

Alive in Christ, Serving Together, Growing in Love

Gift Acceptance Policy

The Vestry of St. Mark's ("the Parish") Episcopal Church, with an understanding of its mission and responsibilities for accepting gifts on behalf of the Parish, has established the following Gift Acceptance Guidelines by resolution adopted on May 9, 2023.

The Gift Acceptance Guidelines' purpose is to give guidance and counsel to those individuals within the Parish's community concerning soliciting and accepting gifts of tangible property. All gifts are to be accepted or declined in accordance with the policies set forth in this document. These Guidelines are separate from the acceptance policies of the St. Mark's Thrift Store.

The Vestry establishes and maintains a Wish List of tangible items it has determined are necessary or desirable to the continuation of programs, ministries, and missions conducted or supported by the Parish. The Wish List is maintained in detail as to item specifications: brand, model, serial, number, etc. in consultation with program and ministry leaders. Items not specifically named will not be accepted as gifts.

Exceptions may be made at the discretion of the Rector, but such instances will be rare. Any expenses or difficulties relating to the sale, storage, or management of such a gift will be carefully considered as they have an impact on the ultimate value to the Parish. Gifts which may be difficult to market or are of a unique character bear special scrutiny.

No individual shall speak on behalf of the Vestry concerning gift acceptance until action has been completed by the Vestry. The Wish List will serve as record of the Vestry's complete action and decision about approved tangible gifts. No individual's assurances of acceptance shall bind the Vestry to accept a gift not appearing on the Wish List, or that the Vestry would otherwise reject or seek to have modified.

To prevent misunderstandings and conflicts, these guidelines should be viewed as reasonably flexible and realistic in order to accommodate unpredictable situations in which items are requested for fundraising, auctions, giveaways, or charitable purposes. Such situations and expectations, however, must be consistent with the Parish's mission and within current guidelines and standards.

While St. Mark's Church will acknowledge all accepted gifts, in no instances will it value or provide a valuation of any type of gift other than to acknowledge the dollar amount of cash gifts. Any donor of tangible property should retain their purchase receipts for tax purposes.