

St. Luke's Donation Policy

Last Revision: December 4, 2008

St. Luke's operates and is sustained by the generous donations of friends and members. We are grateful for the thoughtfulness of any who wish to donate items, money for the specific purchase of items and/or services, or make a contribution of money or items in memory of a loved one. The following policy is intended to accomplish at least two goals: (1) to avoid potential hurt and/or misunderstandings and (2) to insure that all donations made to St. Luke's are both appropriate and useful to the mission and ministry of our parish community. Therefore.....

A. ALL POTENTIAL ITEM-SPECIFIC DONATIONS MUST FIRST BE EVALUATED: Because of time constraints, long term plans, current congregational needs, and storage limitations, not all donations can be accepted. All gifts will be evaluated by one of the following: the Rector, Parish Administrator, and/or Senior Warden. When relevant, the appropriate parish ministry staff member(s) (paid and/or volunteer) will be consulted. The final authority in the acceptance of any donation is the Rector. In some circumstances, the Rector may determine it to be prudent to bring the matter to the Vestry for input and guidance.

Some gifts could be used to greater benefit in another setting. In the event that St. Luke's cannot accept your kind generosity, St. Luke's staff will try to direct you toward a more appropriate charity/venue; however, St. Luke's cannot be responsible for any storage or transportation fees associated with a gift.

B. TARGETED GIVING: The placement and use of any item-specific donation will be determined by the appropriate parish staff member(s). Because of the needs of a changing and growing congregation, items may be moved and/or used in different ways over time. Likewise, any money targeted towards a specific goal must first be evaluated by either the Rector, Parish Administrator, and/or Senior Warden. When appropriate, additional parish staff members will be consulted to ensure that the donation is in line with the current mission and goals of the church. In the case of a targeted monetary gift, the Rector can offer suggestions to you.

C. PRIOR APPROVAL IS ESSENTIAL: Not all donations of items or services can be accepted. Before you spend any money or go to any expense, be sure to discuss your intention with one or more of the following: the Parish Administrator, the Rector, and/or the Senior Warden.

D. ABOUT MEMORIAL PLAQUES: St. Luke's no longer records donations done in memory of a loved one through the hanging of plaques on walls and furniture. Instead, memorial plaques are mounted on the special memorial display which hangs in the church. Please check with the Parish Administrator to make arrangements for your plaque and to determine the appropriate dimensions of the plaque before ordering.

Thank you for your understanding and generosity.

Approved by the St. Luke's Vestry: Dec. 4, 2008