

Shalom Fund Policy

Saint Andrew Christian Church

1. PURPOSE

The primary purpose of the Shalom Fund of Saint Andrew Christian Church is to expand the witness and mission of Jesus Christ in the world, serving needs primarily in our church community. It is not intended to compete with the regular, annual giving of members.

All assets received by the Shalom Fund shall be considered permanent, unless the church goes out of existence or ceases to be affiliated with the Christian Church (Disciples of Christ).

2. TYPES OF GIFTS AND HOW INVESTED

A. Gifts to the Shalom Fund may come in a variety of forms, including stocks, bonds, real estate, tangible property, cash, gift annuities, reversion trusts and memorial funds. Fund assets will be deposited with the Christian Church Foundation Inc. of the Christian Church (Disciples of Christ) – hereafter referred to as “CCF” -- which will administer the assets as prescribed in an agreement, the “Joint Investment Trust (JIT),” between the foundation and Saint Andrew Christian Church.

Under the JIT, The Christian Church Foundations’ fee is .95 percent annually of the Shalom Fund’s total value.

Gifts to the Shalom Fund will be converted to cash at its fair market value as soon as practical, when it is in the best interests of the fund. The Shalom Fund Board of Trustees will make that determination.

The trustees will place the fund’s assets into one or more of the four funds offered by the Christian Church Foundation: Beasley Growth Fund, Common Balanced Fund, Campbell Multi-Strategy Fund, and/or Brown Income Fund.

Gifts to the Shalom Fund shall be considered unrestricted unless the donor designates otherwise. To qualify as designated, gifts must be \$1,000 or more; any contribution or gift of less than \$1,000 will be considered unrestricted.

On rare occasions, the church may want to refuse a gift or bequest to the Shalom Fund. That can be done by a vote of the Leadership Circle, at the recommendation of the Shalom Fund Board of Trustees.

3. SHALOM FUND BOARD OF TRUSTEES

Members of the Shalom Fund Board of Trustees must be participating members of the congregation for at least one year prior to serving. The board will consist of three people, who will be elected to staggered, three-year terms. In accordance with the Saint Andrew Bylaws, the church Nominating Committee will select one person each year to run for a post on the Board of Trustees. The nominee to the Board of Trustees will be part of the church's lay leadership slate, which the congregation will vote on at the church's annual meeting.

The Board of Trustees will select a chairperson at the first meeting each year. A person can serve as chairperson for no more than three years consecutively. Also, no one can serve consecutive terms on the Board of Trustees. With a break of at least one year between terms, however, a person can serve an unlimited number of terms. The senior pastor will be an ex officio, non-voting, board member.

Whomever the Board of Trustees elects to be its chairperson will automatically become a member of the church Finance Committee and will report regularly to the Finance Committee regarding the Shalom Fund's activities and status.

Should a board member resign during his or her term, or be unable to complete the term, the Nominating Committee will select someone to fill out that term. Whoever is selected would be eligible for appointment to a new term upon completion of his or her predecessor's term.

The responsibilities of the Shalom Fund Trustees will be to:

- A.** Oversee, administer and authorize distributions from the Shalom Fund in accordance with the Shalom Fund Policy.
- B.** Meet at least every three months. At meetings, a quorum will consist of all three trustees. To be approved, motions and resolutions will require a positive vote by at least two trustees. Motions must receive a second in order to be considered by the board. The board chairperson may initiate motions.
- C.** Publicize the fund to the congregation; sponsor planned-giving sessions with members of the congregation; contact prospective donors; and do whatever else they can to help build up the fund. Trustees should attempt to identify prospective donors and arrange meetings with a representative of the Christian Church Foundation.
- D.** Acknowledge gifts to the fund, as required by law.
- E.** Provide the congregation and the Saint Andrew Leadership Circle – the congregation's governing body -- with a written, annual report that includes a list of new gifts received, investment transactions, amount disbursed for ministries and the fund's total value at year's end. The Shalom Fund fiscal year will coincide with the calendar year.
- F.** Report to the Finance Committee, at the end of the third quarter of each year, how

much money is available for allocation and disbursement, according to Section 4 of this policy. Trustees will not be responsible for the manner in which disbursed funds are spent.

G. Although it is not required, trustees are encouraged to make provisions in their own financial planning to provide gifts to the Shalom Fund.

4. ANNUAL SPENDING FROM UNRESTRICTED GIFTS

The amount of money to be spent annually will be a percentage of the market value of the Shalom Fund's unrestricted investment portfolio. The CCF will determine the exact percentage to be made available for disbursement. (The CCF makes that determination based on its and the Shalom Fund's goal of making part of the income available for disbursement but keeping the rest invested to spur fund growth.)

An annual withdrawal of the fund's income, as defined by the Joint Investment Trust, will be made during the third quarter of each calendar year. The Christian Church Foundation will review the income percentage annually to ensure that it allows for the long-term, inflation-protected growth of the original gift assets.

In the fourth quarter, the Shalom Fund Board of Trustees will disburse the amount that is withdrawn each year. The board will disburse the available funds as follows:

A. Fifty percent of the fund's yearly income, as defined by the JIT, will be designated for outreach causes and transferred to the Mission Committee for expenditure. These funds *will not be considered part of regular budgetary funding of outreach causes.* Within six months of receiving the funds, the Mission Committee will report to the Leadership Circle how the money was disbursed or how the committee plans to spend it.

B. Fifty percent of the fund's yearly income will be spent according to Finance Committee recommendations, with the Leadership Circle's approval. The Finance Committee will have a variety of options, including allocating funds for outreach or new ministries, using funds to help retire outstanding debt, maintaining funds in the Shalom Fund, or augmenting the church's operating budget. As a caveat, Shalom Fund assets used to support the operating budget may not represent an amount greater than 20% of the total operating budget.

The Leadership Circle can suspend Shalom Fund distributions in any year, if it sees fit. That can be done in either of two ways: returning the check after it has been received from the CCF or telling CCF in the second quarter not to withdraw any funds.

5. WITHDRAWALS

With the approval of the Leadership Circle – and in accord with the Joint Investment Trust -- the church can withdraw part or all of the unrestricted funds, if and when the

Leadership Circle deems it in the best interests of the church. Withdrawals should be requested by the 20th of a given month. The church could expect to receive a check by the 10th of the following month.

6. AMENDING THE POLICY

The Leadership Circle must approve the Shalom Fund Policy and any revisions to it. Any proposed revisions or amendments must be disseminated to the congregation for a comment-and-review period of at least a week before the Leadership Circle votes on revisions or amendments.

7. TERMINATION

In the event that Saint Andrew Christian Church should terminate its ministry or cease to be affiliated with the Christian Church (Disciples of Christ), the Leadership Circle will establish a permanent legacy fund with the CCF, through the Joint Investment Trust with the earning to be paid out by CCF to charitable outreach organizations consistent with the values of SACC.

(The Saint Andrew Christian Church Leadership Circle approved this policy on July 22, 2013.)