



## Gift Acceptance Policy

Mountain Christian Church is considered a one fund church and as such all contributions are given to our general fund, unless otherwise noted, in order to fund all of our areas of ministry. Mountain Christian Church will accept unrestricted gifts, and gifts for specific programs and purposes, provided that such gifts are not inconsistent with our stated mission and purposes. Mountain Christian Church will not accept gifts that are too restrictive in purpose. Gifts that are too restrictive are those that violate the terms of the 501c3 status, gifts that are too difficult to administer, or gifts for purposes outside the mission of Mountain Christian Church. All final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Director of Finance & Operations of Mountain Christian Church. Acknowledgment of all gifts made to the church, and compliance with the current IRS requirements in acknowledgment of such gifts shall be the responsibility of the Finance Office.

### The following is a list of acceptable options for contributions to the church

1. Cash
2. Checks
3. Online Donations
4. Text to give
5. Stocks
6. Cryptocurrency
7. Qualified Charitable Distributions
8. Tangible Personal Property
9. Vehicles and Boats
10. Real Estate
11. Estate Planning
12. Other Gifts

### The following is a description of each gift type

1. **Cash** | Cash can be dropped off in any kiosk box at any of our locations during weekend services using an envelope with name and address.
2. **Checks** | Checks should be made payable to "Mountain Christian Church" or "MCC" and can be delivered to:
  - a. Any kiosk box at any of our locations during weekend services.
  - b. Mailed to Mountain Christian Church at 1824 Mountain Road, Joppa, MD 21085

- c. Delivered in person to the church offices located at 1824 Mountain Road, Joppa, MD 21085
3. **Online Donations** | Give through our website at [www.mountaincc.org](http://www.mountaincc.org) - can set up one time gift or recurring donations via ACH, credit card or google pay.
4. **Text to Give** | Text any amount to (410)-346-3622. The first time you text, you will be prompted for credit card information. Future donations through text will happen automatically without a prompt.
5. **Stocks** | Mountain accepts publicly traded securities, provided such gifts are consistent with the church mission and support its core programs, including gifts to special projects. All gifts will be considered unrestricted unless otherwise designated by the donor. Security donations will generally be accepted from individuals, partnerships, corporations, foundations, and similar entities. Appreciated stocks and mutual funds are a great way to maximize your giving because you receive an immediate income tax deduction for the full fair market value of securities you transfer that you've held for at least one year. In addition, you pay no capital gains tax on the difference between your cost and the fair market value. Mountain Christian Church urges all prospective donors to seek the assistance of their financial advisor in matters relating to securities donations, including any resulting tax and estate planning consequences.

Publicly traded securities may be transferred to the church's account maintained at a brokerage firm. Please contact the Finance Office for our broker's contact information.

Once the church is informed of a pending donation, the donor is then provided with the necessary brokerage information to execute the transaction to include account numbers. When legal ownership of the security is transferred and it is settled in the church's account, the brokerage then informs the church of the details of the donation including donor name, ticker symbol, # of shares, and share price, which is the average of the high and low share price on the date of transfer. The brokerage has standing instructions to sell the security at current value at the earliest moment. The resulting proceeds are to be deposited into the church's bank account, and the church is to be notified of the deposit.

Mountain Christian Church will acknowledge the gift including the name and ticker symbol of the stock, date of receipt, and number of shares received. However, a valuation will not be provided by the church but instead should be determined by the donor.

The church will always retain the final right of acceptance of any such donation that could potentially result in its incurring certain liabilities or possibly damage the reputation of the organization.

Exceptions to this policy require prior written approval by the Director of Finance & Operations.

6. **Cryptocurrency** | At this time Mountain Christian Church does not accept cryptocurrency.
7. **Qualified Charitable Distributions** | If you are over 70 ½ years old, then you may distribute a donation directly from your **IRA** (other than SEP or SIMPLE IRA) to Mountain Christian Church. Donations up to \$100,000 can be excluded from your gross income for tax purposes. This amount can be counted toward the Annual Required Minimum Distribution. Consult with your financial and/or tax advisor to analyze your particular situation and confirm tax benefits.
8. **Tangible Personal Property** | All gifts of tangible personal property shall be reviewed by the Finance Office prior to the donation. The personal property must be available and easily liquidated.

If the property will be used by the church, the age and condition of the items will be reviewed, the cost of insurance, transportation, maintenance, and other expenses should be identified, and approved prior to the donation being given to the church.

If the property will be sold, the market for sale should be determined, together with the costs of holding and delivering the property for sale.

If restrictions are placed on the use, display, or sale of the property, the Finance Office will determine if those are reasonable.

9. **Vehicles and Boats** | Mountain reserves the right to accept or refuse any vehicle based on a variety of factors. These include but are not limited to the age, mileage, condition, clear title, and availability of keys and fobs. Generally, the church will accept vehicles that are in reasonable condition and can be given to members who need transportation. The church may make minor repairs but will not accept vehicles that need major work. For additional details and next steps please contact the Finance Office. If a donor claims a value more than \$500, Mountain will coordinate with the donor to complete an IRS Form 1098-C and Form 8283.
  - a. **Appraisal** | If your vehicle is worth more than \$5,000, you must first have the vehicle appraised by a qualified appraiser as defined by the IRS. We suggest Carmax, in order to obtain a written appraisal, which you will need to keep in your personal records with your tax return forms at the end of the year. The appraisal must be done within 60 days of your donation of the vehicle.
  - b. **Inspection** | The vehicle must have a current Maryland Safety Inspection Certificate prior to being donated to Mountain Christian Church. This certificate can be obtained by having the vehicle inspected by a licensed Maryland inspection station.
  - c. **Title Transfer** | The title of the vehicle must be properly assigned to Mountain Christian Church. This is handled in the same manner as if you were actually selling the vehicle. On the top "Assignment of Ownership" section of the title, please fill in the Selling Price (write "Donation"), Date of Sale, Odometer Reading, and sign and print on the Seller lines (and Co-Seller, if applicable). Be sure to fill in the name and the address of the charity under the "Assignment of Ownership" section to properly complete transfer of ownership of the vehicle to Mountain Christian Church's address is 1824 Mountain Road, Joppa, MD

21085.

If the giver has financed the vehicle, Mountain will need the vehicle's "Maryland Notice of Security Interest Filing" showing the vehicle has been paid off. If that document is not available, please request a letter on the financial institution's letterhead stating that they hold no security interest and have it signed by the financial institution's authorized agent. The letter should also include the date of the loan's creation, the amount of the loan, the date of its release, the name and address of the debtor, and a full vehicle description (year, make, and vehicle identification number).

Bring the title into the church office. Once we receive it, we will take it to the MVA to transfer it to Mountain's name. This process usually takes 1-2 weeks. The family that is receiving the vehicle will not be able to take possession or drive the car until Mountain receives the new title in the mail, which we will then sign over to the new owners.

- d. **License Plates** | Once the title has been transferred to Mountain, remove the license plates from the vehicle and return them to the MVA, unless you are transferring the plates to another vehicle. You may only transfer the plates if the new vehicle is titled in the same name and the new vehicle classification is the same as the old vehicle. Keep your receipt from the MVA when you return your plates.
  - e. **Insurance** | Keep insurance coverage on the vehicle until the date the plates are either returned to the MVA or transferred to the new vehicle. Cancel the vehicle insurance for the donated vehicle. To avoid penalty fees, cancel the vehicle insurance only after the plates have been returned to the MVA or transferred to another vehicle.
10. **Real Estate** | Gifts of real estate may include developed property, undeveloped property, or gifts subject to a prior life interest. Prior to acceptance of real estate, the donor shall provide Mountain's Finance Office with an environmental inspection report (from a firm approved by the church) reflecting that the property is not environmentally damaged. The cost of the environmental audit shall generally be an expense of the donor. Where appropriate, a title policy shall be obtained by the church prior to the acceptance of the real property gift. The cost of this title policy shall generally be an expense of the donor.

Prior to acceptance of the real property, the gift shall be approved by the Elders upon the recommendation of the Finance Office for development and by legal counsel.

Criteria for acceptance of the property shall include:

- a. If the property is to be used in operations or programs, Mountain should determine the cash flow required to hold the property.
- b. If the property is to be sold, an investigation of the marketability of the property should be made.
- c. Restrictions, reservations, easements, or other limitations associated with the property should be identified.
- d. Carrying costs, including insurance, property taxes, mortgages, or notes, etc. associated with the property should be identified.
- e. Mountain should have a current environmental inspection indicating that the property is environmentally clean.
- f. A current and recordable survey will be required

11. **Estate Planning** | Mountain has partnered with the Financial Planning Ministry to assist congregants in estate planning. Please contact our Finance Office if you would like more information. You may designate Mountain Christian Church to receive all or a portion of your estate after your lifetime. This type of giving may be accomplished through:
- a. **Bequests** | You can name Mountain Christian Church in your will or revocable living trust as a beneficiary, and your estate will receive an income tax deduction for the value of your bequest. A bequest written in a will or revocable living trust can be made for either a percentage or an amount.
  - b. **Life Insurance** | You can simply name Mountain Christian Church as beneficiary of part or all of your life insurance policy. You can also choose to make Mountain the owner of a life insurance policy that is no longer needed. When Mountain is made owner, you may receive a tax deduction for the amount of premiums you continue paying each year. If the policy is whole life, you may receive an immediate tax deduction for the cash value amount. Consult with your financial and/or tax advisor to analyze your particular situation and confirm tax benefits.
  - c. **Retirement Accounts** | You can name Mountain Christian Church as a beneficiary of your IRA, 401(k), or other qualified retirement plans. Any amounts remaining in your plan, free of income and estate tax, will transfer to Mountain Christian Church. Consult with your financial and/or tax advisor to analyze your particular situation and confirm tax benefits.
12. **Other gifts** | Please contact the Finance Office about any donation that does not fit within the above criteria. After careful review and consultation with others the church may, or may not, be able to accommodate and receive the donation.

### **Contribution Statements**

1. Online access to your contribution statements can be accessed by logging into the Mountain Online Portal [www.mountaincc.org/give](http://www.mountaincc.org/give). If you need assistance on logging into the system, please reach out to the Finance Office at 410-877-1824 or email: [info@mountaincc.org](mailto:info@mountaincc.org)  
  
*\* Once you are logged in you can update your profile, contact information, change your default payment method, make either a one time gift or a recurring gift, and review your giving history, pledges, newsletter and email subscriptions.*
2. Donations must be received by December 31<sup>st</sup> of the year to be included on that year's contribution statement. Donations mailed must have a postmark on or before December 31<sup>st</sup> otherwise they will be included on the following year's contribution statement in accordance with IRS guidelines.
3. Annual Contribution Reports will be emailed to members by the end of January following the end of the contribution year. It will also be available online through the church giving portal at this time. The Finance Office will make reasonable accommodations for individual requests for a contribution letter. Please allow two business days to provide a printable report.
4. Any payment to the church where a good or service was received in exchange for a donation will not be shown on the contribution statement. An example would be

money paid to attend an event.

### **Specific Donations**

1. Mission Trip donations are tax-deductible and such gifts will be reflected on the donor's contribution statements.
2. Camp Scholarships are tax-deductible provided they are a general donation and not camper specific.
3. Gifts to the church designated for the use of a specific individual or individuals are not considered a tax-deductible donation per IRS rules because control is retained by the donor. This includes money given for benevolence. Such gifts will not be reflected on the donor's record of contribution.

### **Questions**

Please contact our Finance Office if you have any questions. They can be reached at (410)-877-1824 or through email at [info@mountaincc.org](mailto:info@mountaincc.org).

**Disclaimer - Mountain Christian Church offers no advice or representation to the donor on the deductibility of the contribution and the donor is solely responsible for reporting the contributions. The donor is strongly urged to consult with his or her tax counsel.**