

Donor Gift Acceptance & Privacy Policy



Purpose

New Frontiers Church, Inc. (NFC) is a Christian Church recognized as tax exempt by the IRS under section 501(c)(3) of the Internal Revenue Code. NFC is committed to using its assets (including donations) for its non-profit mission. Proper financial practices are very important in doing this, since they help to prevent and detect errors and fraud as well as to assure donors that gifts are used for the purposes for which they were intended. This document explains the policy NFC follows when agreeing to receive donations from donors to support its non-profit mission.

I. GENERAL PRACTICES

Receipt of Donations

NFC is pleased to receive donations from church members, guests, and other legitimate sources (“donors”) who want to support NFC in achieving its non-profit mission. Whether labeled contributions, tithes, offerings, gifts, or any other such term, all donations are recognized as a gift: a one-way transfer of value from the donor to the church, through which the donor does not receive anything of value in exchange (other than intangible religious benefits).

Use of Donations

Unless otherwise agreed with the donor in advance (see “II. Restricted Gifts” below), by making a donation to NFC, donors agree that such donations are gifts given without restriction and may be used by NFC in whatever way the Elders determine is appropriate in support of its non-profit mission.

Acknowledging Donations

Current IRS rules require that all monetary donations of \$75 or more are acknowledged. NFC’s policy is to make available written acknowledgement for the total of gifts received from an individual donor at the end of each calendar year, by January 31 of the following year. A Donation Report is produced each year for each donor that shows the amount donated, the specific funds to which the donations were applied, and a statement explaining that no goods or services were provided in exchange for the donation. This Donation Report is emailed to the email address provided by the donor. If the donor does not provide an email address, and the total donation amount is \$75 or greater, the Donation Report will be mailed to the address provided by the donor. If the donor has not provided an address, Donation Reports will be held for collection in the church office for 12 months and then destroyed. Donors may also view and print a report of their donations at any time through a secure portal on the church website.

Refunding Donations Made in Error

In the exceptional circumstance that a donor advises that a donation was made in error (whether the full amount, or a partial amount), subject to verification of the legitimacy of the transaction by the Treasurer, the donation may be refunded to the donor once the donation has been received as cleared funds in the church’s bank account. In all cases of refunds, the donor is required to provide a written explanation of the error and to confirm in writing that the refund was received. Such refunds will be voided from the donor’s giving record.

II. RESTRICTED GIFTS

NFC Designated Funds

While it is NFC’s general policy that donations made to NFC may be used by NFC without restriction in whatever way the Elders deem appropriate in pursuit of its non-profit mission, from time-to-time donations may be sought by NFC for specifically designated purposes. Such donations are held in and disbursed from designated funds identified as such in NFC’s accounts (for example, Mission Fund).

NFC does not budget for activities supported by designated funds. In general, support is dependent on funds raised, however, the Elders may agree to support activities from other church funds if they determine such support is needed.

Unused NFC Designated Funds

Unless otherwise agreed by the Elders, should designated funds not be needed to be used for the purpose for which they were raised after one year, (despite reasonable efforts to utilize them), the Elders may, at their discretion, and without recourse to donors, utilize the funds for other purposes in line with NFC’s non-profit mission.

Donor Designated Funds

From time to time donors may wish to make a gift to NFC subject to a restriction that the donation is used for a specific purpose not currently specified as an NFC designated fund. NFC does not normally accept donations made

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with such restrictions. If a donor would like to make a donation restricted in this way, they must first discuss the nature of the restrictions with the Treasurer. The Treasurer will then discuss the implications with the Elders, who will determine whether NFC is willing to accept the donation subject to the requested conditions.

NFC is unable to accept donations that are directed for the specific benefit of an individual person or family. Donors are, of course, free to donate to the Benevolence Fund and to make the Benevolence Team aware of needy people or families. Any decision to support such needy persons or families will be made by the Benevolence Team or Elders. No member of the Benevolence Team nor Elders (or their families) may receive support from the Benevolence Fund.

Non-Cash Donations

NFC does not normally accept non-cash donations. If a donor would like to make a non-cash donation, they must first discuss its nature with the Treasurer. The Treasurer will then discuss the implications of accepting the donation with the Elders who will decide whether NFC is willing to accept the donation.

III. PLEDGES & EXPRESSIONS OF INTENT TO GIVE

From time-to-time NFC gives donors the opportunity to “pledge” a donation for a designated fund or general offering. While pledges are included in the total when NFC communicates the amount raised in a campaign, NFC recognizes that such pledges are faith-based estimates of what each pledgor hopes or expects to give, and that neither NFC nor the pledgor views the pledge as unconditional. Both parties understand that the pledgor’s circumstances can change and what they actually end up giving may differ from what was expressed in the pledge. As a consequence, NFC does not recognize revenue until the contributions are actually received by the church.

NFC may, from time-to-time during the 12 months following the pledge being made, communicate with pledgors to understand the status of any outstanding pledges.

IV. DONOR PRIVACY

NFC is committed to respecting the privacy of donors. This privacy policy has been developed to assure donors that donor information will not be shared with any third party, other than to the extent needed to fulfil the purposes of the donation.

Information Collected

NFC collects what it is believed to be the minimum information required to process and record donations. This includes:

- Contact information (name, organization, address, phone number, email)
- Payment information (credit/debit card number, expiry date, bank a/c number, routing & transit number. Please note, none of this information is stored on NFC’s systems, but is simply passed to NFC’s merchant processor)
- Information the donor wishes to share (questions, comments, suggestions)

Information Uses

NFC uses donor information to understand their needs and provide a better service. Specifically, information is used to help donors complete transactions, to communicate back to donors, and to update donors on ministry happenings. Credit/debit card and bank account information is only used for donation or payment processing and is not retained for other purposes. Comments offered by donors are used to provide donors with information requested.

Sharing of Personal Information

NFC will never share, sell, rent or lease any donor’s personal information to other ministries or to third parties (other than our bank/card processor as required to complete transactions). Use of donor information is limited to the internal purposes of NFC and only to further the ministry activities and purposes of NFC.

Removing Your Name

It is not NFC’s desire to send unwanted communications to donors. If you wish to be removed from NFC’s communication list, please email the church at hello@newfrontierschurch.com.