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*This template is intended as a guide. The congregation should consult with legal counsel. In addition, a congregation should think through how the endowment works in their specific situation, who is responsible for its administration, and how those people are held accountable to the congregation, then edit the document accordingly.*

Sample Gift Agreement

**[Fund Name] Endowment Fund**

For the benefit of [Congregation Name, City, State]

[Possibly insert a summary of your congregation’s mission here.]

Motivated by God’s grace, we, the undersigned, subject to the special terms and conditions set forth, establish the [Fund Name] Endowment Fund (hereafter referred to as the “Fund”) in order to support [Congregation Name] of [City, State].

THIS AGREEMENT is made by [Congregation Name] of [City, State], which has initiated this endowment with our irrevocable gifts.

This endowment will be administered according to the following guidelines:

1. The Fund has been established with a contribution(s) made by a congregational member(s), and it is agreed that congregational members may, at any time hereafter during life, by will or otherwise, transfer money or property to the congregation to be added to the Fund, and thereafter dealt with in all respects as part thereof.
2. The Fund will be an endowment of the congregation. Distributions from the Fund will be made in accordance with the congregation’s expenditure policy for endowments.
3. Fund distributions are made annually to [Congregation Name] of [City, State].
4. The congregation may invest and deal with the property in the Fund without restriction as it, in its sole and absolute discretion, deems proper. The congregation will be guided by its investment policy for endowments.
5. The congregation will report, at least annually, to members concerning the current market value of the Fund’s investments.
6. The Fund will continue to serve, as described above, so long as the designated funds are available, and the purpose is not unlawful, impracticable, impossible to achieve, or wasteful, as determined by the church council in its sole discretion. In such event, distributions from the Fund will be used for purposes consistent with those herein stated, as determined by the church council in its sole discretion.

With thanks to God for his many blessings,

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President Date

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Treasurer Date