

Gift Acceptance Policy

Purpose

This policy establishes expectations for how Metro Community Church employees, Leadership Team members, and others in positions to influence decisions handle personal gifts offered by attenders, members, vendors, contractors, or other individuals. The purpose of this policy is to maintain integrity, avoid conflicts of interest, and protect both the individual and the reputation of Metro Community Church.

Policy

1. **Do not solicit gifts.** Except in connection with weddings, funerals, retirement celebrations, or similar personal occasions, employees should never request or expect personal gifts, goods, services, or financial assistance because of their role at Metro Community Church. Employees should also use discretion with social media posts that could reasonably be interpreted as requesting personal gifts.
2. **Do not allow gifts to influence decisions.** Gifts must never influence, or appear to influence, ministry decisions, purchasing decisions, hiring decisions, vendor relationships, or any other church business.
3. **Vendor gifts and hospitality.** Employees should avoid accepting gifts, entertainment, travel, lodging, or other items of significant value from current or prospective vendors, contractors, or business partners if doing so could influence, or reasonably appear to influence, a purchasing or business decision. Modest promotional items or occasional meals of reasonable value are generally acceptable when they are customary, infrequent, and do not create a conflict of interest.
4. **Exercise good judgment.** Employees should decline any gift that could reasonably create a conflict of interest, an appearance of favoritism, or negatively reflect on the employee or Metro Community Church.
5. **Report significant gifts.** Any personal gift with an estimated value of more than \$1,000 must be reported to the employee's ministry leader and an Executive Team member within 48 hours of receiving the gift. The purpose of this reporting requirement is to ensure transparency and identify any actual or perceived conflicts of interest. If a reported gift presents an actual or perceived conflict of interest, leadership will work with the employee to determine an appropriate course of action.
6. **When in doubt, ask.** If there is uncertainty about whether a gift is appropriate to accept, employees should consult their ministry leader before accepting the gift whenever possible.
7. **Personal gifts are not church donations.** Gifts given directly to an individual employee are personal gifts and are not charitable contributions to Metro Community Church. If

asked, employees should make it clear that such gifts are **not tax deductible** as charitable donations to the church.

8. **Prohibited gifts.** Employees may not accept:

- Cash or cash equivalents intended to influence a decision or secure favorable treatment.
- Gifts offered with conditions, expectations, or obligations attached.
- Gifts that would violate the law or conflict with Metro Community Church's mission or values.
- Gifts that could reasonably damage the reputation or integrity of Metro Community Church.

9. **Tax responsibility.** Employees are responsible for any personal tax obligations that may result from receiving a gift and should seek professional tax advice if needed.

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

Employee Acknowledgment

I acknowledge that I have received, read, and understand Metro Community Church's Gift Acceptance Policy. I agree to comply with this policy and understand that if I have questions regarding the acceptance of a gift, I am expected to consult my ministry leader or an Executive Team member before accepting the gift whenever possible.

Employee Name: _____

Employee Signature: _____

Date: _____