



PRESBYTERIAN CHURCH IN AMERICA FOUNDATION, INC.
1700 NORTH BROWN ROAD, SUITE 103
LAWRENCEVILLE, GEORGIA 30043

How to Establish a Designated Fund

Church Designated Funds are tailored to fit the unique needs of a church but are also suitable for use by Presbyteries and other Christian ministries. If desired, they can be actively invested in the market. For review purposes, a sample agreement follows these instructions. To receive a customized Church Designated Fund agreement, contact us with input for the following considerations:

1. Establish a name. If no unique name is desired, the default name for a Church Designated Fund is the "Sample Church Designated Fund".
2. Specify a purpose. Church Designated Fund agreements have a specified charitable purpose. The purpose is specified by the church establishing the fund and can be stated in general terms, as in "financially supporting the Church", or for support of a specific ministry fund or project like the Building Fund, Missions Fund, or renovation project.
3. Consider investment options. The PCAF offers four asset allocation options with its trust company. These investment options can be discussed during the review of the customized agreement.
4. Once you have reviewed the sample agreement and considered the above items, call or email us to request a customized agreement.
5. Upon receipt of a customized Church Designated Fund agreement, have the agreement signed by the Clerk of Session. If established by a Presbytery, the agreement is to be signed by the Stated Clerk.
6. Complete and sign the Church Designated Fund Authorization Form. List any/all individuals that are authorized by the church to act on behalf of the church in matters regarding the Church designated Fund. If none are listed, only the Clerk of Session, or Stated Clerk for Presbyteries, will be authorized.
7. Mail, fax, or email the completed Church Designated Fund agreement to the PCAF.

PCA Foundation, Inc.
1700 North Brown Road, Suite 103
Lawrenceville, GA 30043

Toll Free: 800-700-3221
Fax: 678-825-1041
Email: pcaf@pcanet.org

8. Once the designated fund is established and the account number known, visit the PCAF's website and follow the link at the top of the homepage to register for a PCAF Donor Portal user account.
9. If desired, church members may donate appreciated assets or cash directly to the Church Designated Fund by contacting the PCAF.
10. Changes to named authorized individuals can be made at any time by submitting a new Church Designated Fund Authorization Form signed by the Clerk of Session.

Note: Upon receipt of the initial funding, we will execute the Church Designated Fund agreement and mail a copy to the church for its records. A letter of acknowledgement will be mailed to the church for all funds added to the Church Designated Fund.

PRESBYTERIAN CHURCH IN AMERICA FOUNDATION, INC.
DESIGNATED FUND AGREEMENT

THIS _____ *DESIGNATED FUND AGREEMENT* (the "Agreement") is made and entered into by and between Presbyterian Church in America Foundation, Inc., a Georgia nonprofit corporation (the "Foundation") and _____, a nonprofit organization (the "Church"), effective as of the _____ day of _____, 20_____.

WHEREAS, the Church and/or its members and friends desire to contribute certain funds to the Foundation pursuant to the terms and conditions of this Agreement and subject to the organizational documents of the Foundation (including its policies and procedures) for the purpose of establishing a designated fund designed to help accomplish the following specified charitable purpose of _____.

NOW, THEREFORE, for and in consideration of the premises, the mutual covenants contained herein, and all other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged by the parties, the parties hereto agree as follows:

1. Contributions. From time to time from and after the date hereof, the Church and its members and friends shall donate, contribute and transfer to the Foundation certain property. To the extent designated, the contributed property (and its proceeds) will be maintained by the Foundation as a separate fund within the Foundation (the "Designated Fund").

2. Purpose of the _____ Designated Fund. The purpose of the _____ Designated Fund is to _____, which purpose furthers and carries out the exempt purposes of the Foundation. The Foundation shall have the power to commingle the assets of the _____ Designated Fund with those of other funds for investment purposes, and no person dealing with the Foundation shall be required to inquire into its authority to so act.

3. Distributions from the _____ Designated Fund. The principal and income of the _____ Designated Fund shall be distributed to the Church at such time and in such amounts as may be directed in writing by the Church. Notwithstanding the above, the Church, for purposes of administrative efficiency, may authorize the Foundation to distribute such amounts directly to organizations for whom the Church has approved distributions and (a) which are described in Sections 170(c),

2055 and 2522 of the Internal Revenue Code of 1986, as amended (the "Code"), and classified as organizations other than a private foundation under Sections 509(a)(1), 509(a)(2) or 509(a)(3) of the Code, and (b) which hold to, or whose purposes further, doctrines and beliefs which further the exempt purposes of the Foundation as described in the Articles of Incorporation and Bylaws of the Foundation, as amended from time to time. If at the time of any such designated distribution, any such organization does not qualify as such an organization, then the Foundation shall not be required to follow such designation.

4. Administrative Fees. For its services rendered, the Foundation shall be entitled to charge various of its customary administrative fees to, and withdraw from, the _____
Designated Fund.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement effective as of the date first above written.

PRESBYTERIAN CHURCH IN AMERICA FOUNDATION, INC

By:

Randel N. Stair, President

Attest:

Quincy M. Bailey, Assistant Secretary

Church Name:

Address:

City, State, Zip

Telephone:

Name:

Title:

Signature:

AUTHORIZATION FORM

_____ **Designated Fund**

As of this date, _____, the following person/persons is/are authorized to act on behalf of _____ in matters regarding the _____ Designated Fund:

(Please type or print names)

- 1. _____
- 2. _____
- 3. _____
- 4. _____

_____ may amend this list, at any time, in writing to the Presbyterian Church in America Foundation, Inc.

(Signature) Clerk of Session

(Print name) Clerk of Session