Good Shepherd Episcopal Church
Lake Charles, Louisiana

The Good Shepherd Endowment
Enabling Resolutions

September 10, 2026

WHEREAS, Good Shepherd Episcopal Church is committed to the faithful stewardship of all received gifts and desires to encourage current and future gifts of various financial assets to its endowment fund in a manner that reflects the donors' loyalty and devotion to God.

WHEREAS, Good Shepherd Episcopal Church intends to receive and administer these gifts, and to manage and use an endowment, in accordance with the intent of its donors, these resolutions, and any applicable law or related policies as well as the canons of the Episcopal Church and the Diocese of the Diocese of Western Louisiana.

RESOLVED that the Vestry of Good Shepherd Episcopal Church established an endowment consisting of two funds, collectively, referred to in the policies as "The Endowment". The purpose of The Endowment is to provide a reliable source of long-term revenue to support the mission and ministry of Good Shepherd Episcopal Church, located at 715 Kirkman Street, Lake Charles, Louisiana. These resolutions supersede all prior resolutions and amendments related to The Good Shepherd Foundation, which was established in 1982.

RESOLVED, that the Endowment consists of an Investment Principal Fund and a General Fund. The Investment Principal Fund is restricted by donor intent as indicated in the sub-fund table below and managed in accordance with canonical and state laws. The General Fund offers more flexibility and is intended to support the Vestry with long-term investments for purposes such as capital campaigns or emergency needs. Additional details for The Funds are provided in the Investment and Spending Policy.

Sub-Funds within The Investment Principal Fund:

Investment Principal *Sub-Funds:*	*Restrictions (spends are restricted to the sub-fund description):*
Altar Guild	
Building Maintenance	
Historic Church Buildings	
Clergy	
Music	
Operating	Default for all non-designated Investment Principal Fund donations
Outreach	
Landscaping	
Pipe Organ	
Youth Activities	
Youth Activities - Quirk	15% of each distribution remains in principal; 85% gets distributed

RESOLVED, that the Vestry may not borrow any portion of The Investment Principal Fund to use for other needs of Good Shepherd, including any temporary needs; however, the Vestry may borrow from the General fund.

RESOLVED, that the Vestry of Good Shepherd Episcopal Church has established an Endowment Committee to oversee the funds. The composition and duties of the Endowment Committee are described in the "Endowment Committee Operating Plan".

RESOLVED, that the Vestry of Good Shepherd may amend these resolutions by a two-thirds majority vote at two consecutive regularly scheduled meetings. In the event Good Shepherd ceases to exist due to merger, dissolution, or any other event, the Vestry may arrange for the disposition or transfer of The Endowment in accordance with the approved congregational constitution, diocesan canons, and the Bishop of the Diocese of Western Louisiana. It may be appropriate to consult with the Episcopal Church Foundation to determine the methodology which The Endowment obligations will be met after Good Shepherd ceases to exist.

RESOLVED, These Enabling Resolutions and related documents (The Operating Plan, Investment Policy with Spending Plan, and Gift Acceptance Policy), outline the responsibilities delegated by the Vestry to the Good Shepherd Endowment Committee. The Senior Warden's signature below confirms that each newly seated Vestry member has reviewed and approved the document. The approved document serves as the Endowment Committee's annual charter.

These resolutions are adopted by Vestry this ___ day of ____________________, 20___.

Good Shepherd Episcopal Church
Lake Charles, Louisiana

________________________________ (print name)

________________________________ (signature)
Senior Warden

Attest:

________________________________ (print name)

________________________________ (signature)
Rector

Good Shepherd Episcopal Church
Lake Charles, Louisiana

The Endowment Committee
Operating Plan

September 10, 2026

1. Composition

The Endowment Committee must have at least three regular members, or more provided that the total is an odd number, all of whom must be members in good standing of Good Shepherd Episcopal Church. The Vestry will appoint the members to the Endowment Committee, from a group of non-Vestry members, none of whom may be employed by Good Shepherd. The Rector, Senior Warden, Chancellor, and Treasurer will be ex officio Endowment Committee members without voting rights.

Each Endowment Committee member will serve a three-year term. The terms are staggered to maximize continuity over time. No member may serve more than two consecutive three-year terms. After a one-year lapse, former Endowment Committee members may be reappointed. In the event of vacancy, Vestry will appoint a member to complete the unfulfilled term, after which that member may be reappointed to a single three-year term.

2. Resignation or Removal

Any regular member of the Endowment Committee may resign at any time by providing written notice to the Vestry. A member who is no longer a member in good standing of Good Shepherd may no longer be a member of the Endowment Committee. A member who fails to attend three consecutive meetings without reason may be asked to resign.

3. Roles

The Endowment Committee shall carry out policies and guidelines that have been approved by the Vestry and shall propose to the Vestry such other policies or amendments to existing policies as appropriate. These policies shall include an investment policy, spending policy, and a gift acceptance policy. The Endowment Committee will oversee the management of The Endowment, monitor distributions, and account to the Vestry, all in compliance with the Enabling Resolutions and the approved policies of The Endowment.

The Endowment Committee will promote a comprehensive giving program, to encourage gifts, grants, bequests, or other legacy donations to Good Shepherd.

4. Committee Leadership

The Endowment Committee must elect from its membership a chairperson and secretary. The chairperson, or a member designated by the chairperson, will preside at all Endowment Committee meetings. The secretary will maintain complete and accurate minutes of all Endowment Committee meetings and provide in a timely manner a copy to each Endowment Committee member as well as the Vestry. The Treasurer of Good Shepherd shall maintain complete and accurate account records for annual audits.

5. Meetings

The Endowment Committee must meet at least twice per year, or more frequently if needed to carry out its responsibilities effectively.

6. Quorum; Voting

A majority of all Endowment Committee members excluding ex officio members shall constitute a quorum. A majority of all Endowment Committee members excluding ex officio members must approve of any Endowment Committee resolution. The Endowment Committee Secretary must give reasonable notice of the time and place of each meeting to all Endowment Committee members by email, mail, or phone.

7. Reports

The Endowment Committee must report to the Vestry at least annually, and more frequently if requested. This report must include, at a minimum, information about contributions and withdrawals to The Endowment, the performance of The Endowment, and how the Endowment Committee has exercised its oversight responsibilities. The Endowment Committee must ensure that the Vestry and Treasurer have regular and timely access to monthly statements and quarterly performance reports. The Endowment Committee must report to the congregation at the annual meeting, if requested by the Vestry.

8. Professional Counsel; Other Expenses

The Endowment Committee may arrange for any professional investment or legal advice or counsel as well as any auditing that it deems to be in the best interest of The Endowment. Any such costs will be considered an expense of The Endowment. Endowment Committee members will serve without compensation.

9. Investments

The Endowment Committee has developed investment and spending policies which ensure that The Endowment is properly managed. These policies include the generation of appropriate audit records.

10. Funds for Specific Purposes

Upon approval by the Vestry, the Endowment Committee may establish additional sub-funds within The Investment Principal Fund for specific purposes. Donors may also restrict their gifts to specific purposes, subject to the approval of the Vestry under the provisions of Good Shepherd gift acceptance policy. The General Fund will not have sub-funds.

11. Liability

Each Endowment Committee member must act in good faith regarding the investment of The Endowment. Members will be liable only for their own acts or omissions committed not in good faith or involving intentional misconduct. Each member shall be liable only for his or her own conduct and shall not be liable for the acts or omissions of other members. No member may engage in self-dealing or transactions with The Endowment in which the member has direct or indirect financial interest and must always refrain from any conduct in which his or her personal interests would conflict with the interests of The Endowment .

12. Conflicts of Interest

No member of the Endowment Committee may serve as an outside investment manager or advisor to The Endowment. Any outside investment manager or advisor who is a member of Good Shepherd, or serves Good Shepherd in any other capacity, must disclose that conflict of interest in writing to the Endowment Committee and the Vestry; before that manager or advisor is hired to provide investment management or advisory services, the Vestry, at the recommendation of the Endowment Committee, must waive the conflict of interest.

13. Titling and Authorizations

All assets in The Endowment are to be titled in the name of Good Shepherd with any specific labels as desired, unless any other title is required by church documents or by the form in which the funds are held. All actions related to the investment of and spending from The Endowment, as approved by the Vestry as appropriate and within the limits of any investment management relationship as may be established, are to be made by a designated member of the Endowment Committee on behalf of the Endowment Committee.

14. Gift Acceptance

The Endowment Committee has established and maintains a set of gift acceptance policies to guide the Vestry in connection with the acceptance of gifts to Good Shepherd or The Endowment. This set shall include a bequest policy, donor-restricted fund policy and gift acceptance guidelines.

15. Distributions

Distributions from The Investment Principal Fund shall follow a “total return” spending policy, with a designated percentage available for annual expenditure. The Fund’s principal must be held in perpetuity and is legally prohibited from being used for operating expenses. Distributions shall be made pro-rata in accordance with donor requirements. The Endowment Committee will recommend a distribution, typically 3-5% of the Investment Principal Fund. See Article 7 of the Investment Policy Statement and Spending Policy for details on this topic.

16. Amendment

The Vestry must approve by majority vote any amendment to this Endowment Committee Operating Plan.

Good Shepherd Episcopal Church
Lake Charles, Louisiana

The Good Shepherd Endowment
Investment Policy Statement with Spending Policy

September 10, 2026

Good Shepherd Episcopal Church has established funds titled The Good Shepherd Endowment for its long-term endowment and investment assets. The Endowment Committee of Good Shepherd oversees these funds and has developed this Investment Policy Statement ("IPS") for approval by the Vestry of Good Shepherd.

The purpose of this IPS is to (a) set out the investment objectives, philosophy, and guidelines for The Endowment; (b) assist the Endowment Committee with the oversight, monitoring, and evaluation; (c) establish a spending policy for The Endowment; and (d) define the roles and responsibilities of key parties to The Endowment, including the Endowment Committee. The Endowment Committee shall recommend for Vestry approval an outside investment manager ("Investment Manager") to which it will delegate investment management and other duties as appropriate. The Endowment Committee shall review this IPS at least annually.

1. Investment Objective

The investment objective of The Endowment is to provide long-term growth, and to provide protection against inflation over the long term, without undue exposure to risk so that the Fund provides a total return that supports both current and future spending in accordance with the spending policy set out below. The assets of The Endowment are to be invested with the same care, skill, and diligence that a prudent investor would exercise in investing institutional endowment funds. The Fund is appropriate for long-term endowment and investment funds.

2. Investment Philosophy

The Endowment Committee recognizes that the strategic allocation of the Fund across asset classes and sub-asset classes with varying levels of expected risk and return will be the most significant determinant of long-term returns to the Fund. The Endowment Committee recognizes that, over the short term, actual returns may vary widely from long-term expectations and that adjustments to the long-term strategic allocation of the Fund should only occur in the event of material changes to the Fund, the asset classes in which it is invested, or assumptions underlying the spending policy of the Fund.

3. Investment Guidelines

<u>Time Horizon</u>. The investment objectives and strategic asset allocation of the Fund are based on a long-term time horizon of ten years or more.

Risk Tolerance. With a long-term time horizon, the Fund can tolerate some interim fluctuation in market value and rates of return to achieve the investment objectives. High levels of risk and volatility should be avoided.

Permissible and Prohibited Investments. The Investment Manager shall invest the Fund in mutual funds, exchange traded funds, common trust funds, or other commingled investment vehicles. The Investment Manager may not directly invest in private placements, restricted stock, or other illiquid issues and may not directly engage in short sales, margin transactions, or other similar specialized investment activities. Investment funds that use these activities are permitted.

4. Asset Allocation

Strategic Asset Allocation. The funds shall be invested in a broadly diversified portfolio that includes equities (diversified across global markets and capitalization size and including exposure to commodity markets) and fixed income securities (which may include cash equivalents) in an asset allocation that is conducive to participation in rising markets while permitting adequate protection in falling markets. The asset allocation must also account for the spending policy of the Fund as set out below. The Endowment Committee shall review the strategic allocation of the Funds at least annually.

The strategic asset allocation and permissible investment ranges of the portfolio shall be:

Asset Class	Low	Target	High
Equities	50%	60%	70%
Fixed Income/Cash	30%	40%	50%

Tactical Asset Allocation and Fund Selection. The Investment Manager has discretion to invest the portfolio in various sub-asset classes and investment funds, and to make tactical asset allocation decisions for each sub-asset class within permissible ranges. The Endowment Committee will review these decisions quarterly based on materials provided by the Investment Manager. The initial sub-asset class strategic allocations and permissible investment ranges are set out in Appendix A.

5. Rebalancing

The Investment Manager shall review the asset allocations of the portfolio at least quarterly to ensure that they remain within +/-3% of the current tactical positions of the portfolio.

6. Spending Policy

This article applies to the Investment Principal Fund, since General Fund spending is at Vestry discretion. The Vestry and the Endowment Committee shall follow a spending policy based on total return to the Investment Principal Fund. Each year, the Endowment Committee shall recommend to Vestry for approval a prudent spending rate for the following year. Typically, this will be between 3% and 5% of the value of the Investment Principal Endowment Fund, averaged over the preceding twelve quarters. The prudent spending rate is intended to preserve the purchasing power of the Fund, or any sub-fund, over time after accounting for inflation and fees. If the Vestry desires to distribute more than the 5% rate, or distribute part of the principal, the following steps must be followed:

1. The Vestry must ensure no expressed donor prohibitions exist.
2. The Vestry must meet to evaluate the proposed action in relation to the seven statutory factors defined in **La. R.S. § 9:2337.4.**
3. This review must be documented and approved in meeting minutes prior to making the withdrawal.

In making this recommendation, the Endowment Committee shall act in good faith with the care that an ordinary prudent person in a like position would exercise under similar circumstances and shall consider if relevant the standards set out in the Uniform Prudent Management of Institutional Funds Act ("UPMIFA") as adopted in Louisiana. At no time shall the Endowment Committee recommend, nor should the Vestry approve, a spending rate that creates a presumption of imprudence under UPMIFA.

The Endowment Committee will periodically review the spending rate with the Investment Manager. The Vestry is responsible for ensuring that any funds distributed from the Investment Principal Fund are spent according to donor restrictions or church policy. Any funds available for distribution but not distributed remain part of the Fund and are subject to the Spending Policy for the Fund in subsequent years.

The table below identifies the Operating Budget accounts used to receive Investment Principal Endowment Fund distributions to preserve donor intent:

Permanent Endowment Sub-Fund	Op. Bud. (GL) Account	Description
Altar Guild	80010	Altar Guild and Flowers
Building Maintenance	52000	Building Maintenance
Historic Church Buildings	82040	Historic Church / Sanctuary
Clergy	31050	Clergy Compensation Fund
Music	80015	Music / Choir Fund
Operating	31090	Foundation Distribution Fund
Outreach	80000 / 80006	50:50 Split - TML and Brown Bag
Landscaping	82090	Landscaping
Pipe Organ	82025	Organ Maintenance Fund
Youth Activities	82056	Christian Formation - Youth Fund
Youth Activities - Quirk	82075	Camp Hardtner Fund

7. Performance Measurement Guidelines

The primary measure of the investment performance of The Endowment will be comparison to a benchmark weighted based on the strategic sub-asset class allocations of the Fund and using relevant indexes for each investment fund included in the portfolio. The initial benchmark for the

Fund is set out in Appendix A. The Investment Manager will notify the Endowment Committee of any change in the benchmark.

8. Responsibilities

Vestry. The Vestry is ultimately responsible for the Fund, delegates to the Endowment Committee the responsibilities set out below, and, after review of recommendations from the Endowment Committee, approves (a) the selection of the Investment Manager, (b) the Investment Policy Statement including Spending Policy and any other related policies, and (c) annually, the prudent spending rate.

Endowment Committee – Completes the tasks below to oversee the Funds:

Task	Responsible	Frequency	Audit Record Location
Committee Member Orientation, including the policies and activity calendar. * See note 1	Committee Chair	Annually at the first meeting with the newly seated committee members, selected by the Vestry	Realm: Good Shepherd Website > Foundation > Meeting Minutes
Post the approved Activity Calendar and meeting minutes	Committee Secretary	Annually by the end of February	Realm: Good Shepherd Website > Foundation > Meeting Minutes
Provide Endowment Orientation for the Vestry.	Committee Chair	As determined by the Senior Warden	Vestry meeting minutes
Review and submit the deposit slip via email prior to electronic fund transfers to the ECF.	Committee Secretary	Monthly	Church Secretary files
Review ECF statements; confirm the fund is being managed within the approved IPS parameters. Summarize findings via email to the Endowment Committee and ex-officio members.	Committee Secretary	At least Quarterly	Realm: Good Shepherd Website > Foundation > ECF Mo STMTs & Misc Info
Issue a letter summarizing sub-fund status and utilization. Recipients include donors who designated a sub-fund or anyone who donated more than $2000 over the past 12 months.	Committee Secretary	Quarterly	Realm: Good Shepherd Website > Foundation > ECF Latest Quarterly Info
Recommend an annual distribution rate from the Investment Principal Fund to the Vestry for approval. Communicate the approved distribution to the ECF.	Committee Chair	Submit the recommendation to the Vestry prior to their December meeting	Realm: Good Shepherd Website > Foundation > Meeting Minutes
Provide agendas, meeting minutes and audit records.	Committee Secretary	As required	Realm: Good Shepherd Website > Foundation >

*Notes:

1. The policy review will include the review and approval of the strategic asset allocation, as indicated in the IPS, for the funds for the manager.
2. All sensitive information will be saved in password-protected files.

Investment Manager. The Investment Manager has discretionary investment authority and handles the day-to-day investment management of the Fund. The Investment Manager is responsible for:

- Implementing the investment strategy, including fund selection and tactical asset allocation, within the guidelines of this IPS and/or any related documents, policies, or communications unless in the Investment Manager's opinion to do so would be clearly imprudent.
- Providing timely written quarterly performance reports.
- Meeting as needed with the Endowment Committee to review investment objectives, strategy, and performance.

Custodian. The assets of the Fund shall be held by a custodian that is a reputable, well-established financial institution. The custodian is responsible for:

- Safekeeping the assets of the Fund.
- Providing timely written monthly statements of balances and transactions.

Fulfilling all regular fiduciary duties required of a custodian by pertinent state and federal laws and regulations.

Good Shepherd Episcopal Church
Lake Charles, Louisiana
Appendix A
Summary of Endowment and Other Long-Term Invested Funds

September 10, 2026

The Investment Principal Fund:

Type: Donor restricted "true" endowment to be held in perpetuity and protected by UPMIFA as adopted in Louisiana.
Established: Sub-funds within the Good Shepherd Foundation account were transferred to the ECF in November 2023.
Purpose: The Good Shepherd Endowment provides a reliable source of revenue over time to support the mission and ministry of Good Shepherd Episcopal Church, located at 715 Kirkman Street, Lake Charles, Louisiana.
Spending: A prudent amount of total return, typically 3-5% each year of a rolling 12-quarter average fund value.
Overseen by: The Good Shepherd Endowment Committee fulfilling Vestry delegated responsibilities as defined in the Enabling Resolutions.
Custodian / Manager: The Episcopal Church Foundation / State Street Investment Management
Account Number: XXXX44833

The General Fund (TBD)

Type: Vestry-designated "quasi" endowment fund to be managed according to church policy as a true endowment fund, except the Vestry can use these funds for purposes such as emergencies, capital campaigns, or special projects. This account will have an independent account number, separate from The Good Shepherd Investment Principal Endowment Fund.
Established: 2026 with remaining funds from the hurricane recovery, emergency funds.
Purpose: This fund is used to provide another long-term source of revenue to support the mission and ministry of Good Shepherd Episcopal Church. This fund is not protected by UPMIFA as adopted in Louisiana, and therefore the distribution rules for this fund are more flexible at Vestry discretion.
Spending: The Vestry will establish minimum balance and spending rules for this account and document these rules in meeting their meeting minutes.
Overseen by: The Good Shepherd Endowment Committee fulfilling Vestry delegated responsibilities as defined in the Enabling Resolutions
Custodian / Manager: The Episcopal Church Foundation / State Street Investment Management
Account Number: TBD

Appendix B

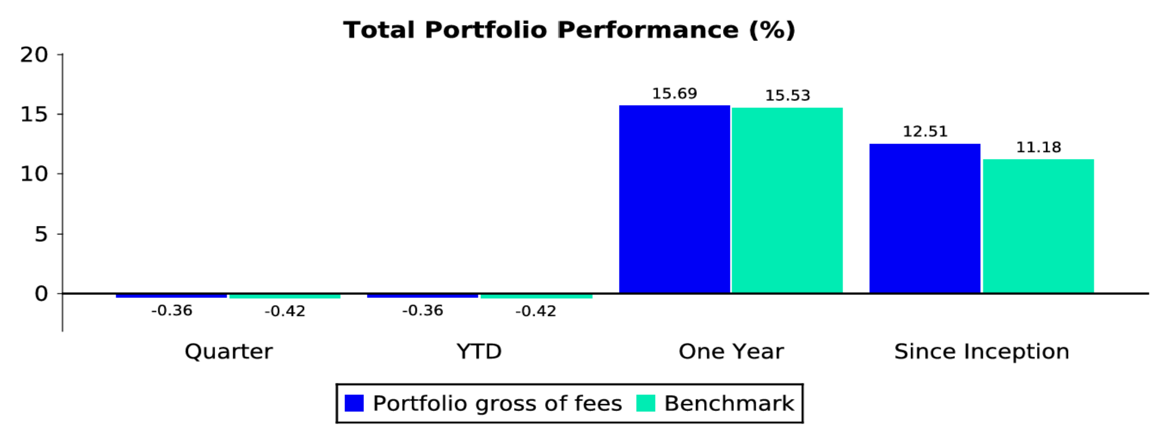
This information is for the Investment Principal Endowment Fund of Good Shepherd Episcopal Church as of the date of this IPS. It may be updated or amended over time.

1. Asset Allocation

Strategic Asset Allocations with Tactical Positions, *Page 3*
2025

	Low	60/40 Strategic allocation	High	Early Jan 2025	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov-Dec 2025
EQUITIES															
US Large Cap	*7.5%*	**22.50%**	*37.5%*	24.75%	23.75%	18.75%	20.50%	21.50%	20.50%	23.50%	26.00%	27.00%	28.50%	29.50%	29.00%
US Mid Cap	*0.0%*	**4.00%**	*14.0%*	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
US Small Cap	*0.0%*	**4.00%**	*14.0%*	5.00%	6.00%	3.00%	3.00%	3.00%	4.00%	4.50%	6.50%	6.50%	6.50%	6.50%	5.50%
Int'l Developed	*3.0%*	**13.00%**	*28.0%*	10.00%	11.00%	17.00%	17.00%	13.00%	8.00%	6.00%	7.00%	9.00%	9.50%	10.50%	11.00%
Int'l Developed Small Cap	*0.0%*	**3.00%**	*13.0%*	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Emerging Markets	*0.0%*	**7.00%**	*17.0%*	9.00%	9.00%	9.00%	9.00%	8.50%	9.00%	7.50%	9.00%	9.00%	9.00%	9.00%	9.00%
Global Infrastructure[1]	*0.0%*	**3.50%**	*13.5%*	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%
Global REITs	*0.0%*	**1.50%**	*11.5%*	0.25%	0.25%	0.25%	0.25%	0.25%	1.50%	3.50%	0.50%	0.50%	0.50%	0.50%	0.50%
Commodities	*0.0%*	**1.50%**	*11.5%*	1.50%	3.50%	3.50%	3.50%	1.50%	2.00%	2.00%	2.50%	2.50%	2.50%	2.00%	2.00%
		60.00%		**61.00%**	**64.00%**	**62.00%**	**63.75%**	**58.25%**	**55.50%**	**57.50%**	**62.00%**	**65.00%**	**67.00%**	**68.50%**	**67.50%**
FIXED INCOME															
US Investment Grade	*7.5%*	**22.50%**	*37.5%*	15.50%	13.50%	15.50%	16.75%	24.75%	28.50%	22.00%	16.00%	13.50%	12.50%	12.50%	14.50%
US Non-Investment Grade	*0.0%*	**8.00%**	*18.0%*	11.00%	11.00%	11.00%	8.00%	6.00%	5.00%	10.00%	12.00%	12.00%	11.00%	10.00%	8.00%
Emerging Markets	*0.0%*	**8.00%**	*18.0%*	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%
US TIPS	*0.0%*	**1.50%**	*11.5%*	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	0.50%	0.50%	0.50%	1.50%
Cash	*0.0%*	**0.00%**	*10.0%*	3.00%	2.00%	2.00%	2.00%	1.50%	1.50%	1.00%	0.50%	1.00%	1.00%	0.50%	0.50%
		40.00%		**39.00%**	**36.00%**	**38.00%**	**36.25%**	**41.75%**	**44.50%**	**42.50%**	**38.00%**	**35.00%**	**33.00%**	**31.50%**	**32.50%**

2. Benchmark



The Custom Benchmark is comprised of:
04/01/25 - Present 4% S&P Mid Cap 400,22.5% S & P 500 Tot R,22.5% BCAP AGG,1.5% FTSE® EPRA® NAREIT® Developed Index,8% BofAML US High Yield Constrained (BB-B),7% MSCI EMF (Emerging Markets) - Net Return,3% MSCI EAFE Small Cap - Net Return,6.5% MSCI AC World Index ex USA - Net Return,6.5% MSCI EAFE - Net Return,1.5% Barclays US Treasury Inflation Protected NotesTIPS,8% JP Morgan EMBI Global Diversified (Local),1.5% Bloomberg Enhanced Roll Yield Total Return,3.5% SP Global Infrastructure - Net Return - USD,4% Russell 2000

Good Shepherd Episcopal Church
Lake Charles, Louisiana

Gift Acceptance Policy

September 10, 2026

The purpose of this Gift Acceptance Policy is to guide the Vestry, Endowment Committee, and a Gift Review Committee, as appropriate, in connection with the review and acceptance of new gifts to Good Shepherd Episcopal Church or to The Good Shepherd Endowment. A Gift Review Committee will be assembled by the Vestry when the need arises.

In all cases, it is the policy of Good Shepherd Episcopal Church to encourage unrestricted gifts or, for donors considering restricted gifts, to encourage gifts to existing restricted funds.

1. Bequest Policy

The purpose of this bequest policy is to establish how the Vestry of Good Shepherd Episcopal Church will handle bequests to Good Shepherd and bequests to its endowment. A bequest includes any type of gift in which assets of any kind are transferred upon the death of the donor.

It is the policy of Good Shepherd Episcopal Church that bequests to *Good Shepherd Episcopal Church without specified donor intent* become part of The General Fund, a quasi-endowment established by the Vestry. If a donor makes a gift to *Good Shepherd Episcopal Church* for a specific purpose, the Vestry will ensure that the funds are used as intended, either through current expenditure or by placing the funds in a sub-fund of The Investment Principal Fund, restricted for that purpose.

Bequests to *The Investment Principal Endowment Fund* must, within 5 business days after receipt, be electronically transferred to The Good Shepherd Investment Principal Endowment Fund at the ECF, a true endowment fund subject to state law. If a donor makes a gift to *The Investment Principal Endowment Fund of Good Shepherd Episcopal Church* for a specific purpose, the Vestry may place the funds in a sub-fund that is restricted to that purpose or create a new donor-restricted fund as set out below.

2. Donor-Restricted Fund Policy

The purpose of this donor-restricted fund policy is to establish the circumstances under which the Vestry of Good Shepherd Episcopal Church will create a new donor-restricted endowment or investment fund. The Vestry prefers to settle donations into existing sub-funds, but if that is not practical, The Vestry may establish a new and separate fund for a gift of $25,000 or more. The Vestry must approve the acceptance of the gift for its intended purpose, or it must reject the gift, and may hold discussions with the donor to determine a mutually agreeable purpose that would make the gift acceptable to both parties. If accepted, the new assets may be combined with other assets for investment purposes. If so, the new assets will be tracked and spent separately as intended by the donor under any further guidelines required by law or approved by the Vestry. When sub-funds are invested together, income and any realized or unrealized gains or losses are allocated to each fund based on relative market values at the end of the prior quarter. If the gift is rejected, the Vestry may suggest modifications to make the gift acceptable.

3. Gift Acceptance Guidelines

a. Purpose

These gift acceptance guidelines describe the types of gifts that the Vestry of Good Shepherd may choose to accept and are intended to guide representatives of Good Shepherd, potential donors, and any outside advisors in connection with gifts either to Good Shepherd or to its endowment or other funds. They supplement the bequest policy and donor-restricted fund policy described above. These guidelines are not intended as professional advice. The Vestry and Gift Review Committee should follow any review procedures described below, but the Vestry has the discretion to accept or reject any specific gift. Donors are encouraged to obtain their own legal, tax, and financial advice before completing a gift. The Vestry is encouraged to obtain its own legal, tax and financial advice in connection with any offered and/or accepted gift. In general, the Vestry will adhere to all IRS requirements relating to the value and disposition of gifts and will provide appropriate forms to the donor and the IRS as may be required.

b. Gift Review Committee

The Gift Review Committee shall consist of the members of the Endowment Committee, including ex-officio members, unless otherwise established by the Vestry. The Gift Review Committee shall provide information, advice, or recommendations to the Vestry as set out in these guidelines or otherwise requested. The Vestry shall refer all questions relating to the review and acceptance of gifts to the Gift Review Committee and may consult with the Gift Review Committee as needed or desired. On behalf of Good Shepherd, the Vestry must review and approve or reject all gifts to Good Shepherd or any endowment, investment, or other long-term fund.

c. Cash and Cash Equivalents

The Vestry shall accept all gifts of cash and cash equivalents (e.g., checks and money orders) without regard to amount. All checks must be payable to *Good Shepherd Episcopal Church* and deposited into a holding account (GL 81015) within the Operating Budget. The amount in the holding account will be electronically transferred to the ECF monthly, by the 20th. The Good Shepherd Secretary will prepare a deposit slip to accompany each transfer, which indicates the appropriate ECF destination - General Fund, or a sub-fund within The Investment Principal Fund. Endowment checks without specific deposit instructions will be deposited in The General Fund. The Endowment Committee Secretary will review the deposit slip prior to the electronic transfer.

d. Publicly Traded Securities

The Vestry may accept readily marketable securities, such as those traded on an exchange. The church will record the value of a gift of such securities as appropriate under pertinent laws and regulations, typically, as the average of the high and low prices on the date of the gift. Good Shepherd policy is to liquidate a gift of such securities immediately upon receipt. Any requested deviation from this policy will be referred to the Gift Review Committee to make a recommendation to the Vestry as to how to proceed.

e. Closely Held Securities

The Vestry will refer all gifts of non-publicly traded securities to the Gift Review Committee for review and a recommendation of whether to accept. As part of this review, and *prior to acceptance*, the Gift Review Committee must explore methods for liquidation of the assets through sale or redemption and shall try to determine (a) any restrictions on transfer and (b) when an initial public offering is expected. If the Gift Review Committee believes acceptance should be considered, it may seek qualified professional counsel on the advisability of acceptance after conferring with the Vestry on the availability of funds to pay for any such counsel. Good Shepherd will not accept non-publicly traded securities if the Vestry or Gift acceptance committee cannot properly access the value of the gift.

f. Real Estate

The Vestry will refer any gift of real estate to a Gift Review Committee for review and a recommendation of whether to accept. All gifts of real estate must be appraised by an independent professional, typically at the expense of the donor. The appraisal must be based on a personal visit and internal and external inspection and, if possible, include documented values of comparable properties in the same area. The appraisal should contain photographs of the property, the tax map number, the assessed value, the current asking price, a legal description of the property, the zoning status, and complete information regarding all mortgages, liens, litigation, or title disputes as well as, if requested, an environmental assessment.

If, after the appraisal, the Gift Review Committee believes acceptance should be considered, it may seek additional qualified professional counsel on the advisability of acceptance after conferring with the Vestry on the availability of funds to pay for any such counsel. If the ultimate recommendation of the Gift Review Committee is to accept the gift and the Vestry approves acceptance of the gift, then the real estate title must be transferred to Good Shepherd before any formal offer or contract for purchase. The Vestry may ask the donor to pay in full or in part the cost of maintenance, insurance, real estate taxes, and broker’s commission or any other cost of sale.

g. Life Insurance

Good Shepherd may be named a full, partial, or contingent beneficiary of a life insurance policy.

In the case of a donor who wishes to donate the life insurance policy itself, the Vestry will refer any gift of a life insurance policy to the Gift Review Committee for review and a recommendation of whether to accept. The Gift Review Committee should verify that Good Shepherd is named both the owner and beneficiary of 100% of the policy and evaluate the cost to Good Shepherd of paying premiums on the policy, if any. Good Shepherd prefers to accept ownership of a life insurance policy only when the policy is fully paid, and no other premium payments are required. Seek counsel to determine state laws regarding the transfer of ownership.

h. Tangible Personal Property

The Vestry may accept gifts of tangible personal property after review by the Gift Review Committee. Tangible personal property may include jewelry, artwork, collections, cars, equipment, or software, among other examples. Tangible personal property does not include donations of food, hygiene products, or other similar goods that donors may offer to Good Shepherd as part of its mission and ministry in response to requests for such in-kind gifts. The Gift Review Committee must assess the value to Good Shepherd of any tangible personal property, which may be sold or used by Good Shepherd in connection with its exempt purpose. The Gift Review Committee may ask a qualified outside appraiser to determine the value of a gift of tangible personal property.

Deferred Gifts

The Vestry encourages deferred gifts, also referred to as planned gifts or legacy gifts, to Good Shepherd or any of its endowment, investment, or other funds. Deferred gifts may be made in various ways including:

- Bequest; Beneficiary designation; Retained life estate; Charitable gift annuity; Pooled income fund; Charitable remainder trust; Charitable lead trust; Donor advised fund

Good Shepherd, or an agent of Good Shepherd, shall not act as executor or personal representative for a donor’s estate. A staff member serving as personal representative for a member of Good Shepherd does so in a personal capacity and not as an agent of Good Shepherd. Good Shepherd, or an agent of Good Shepherd, shall not act as trustee of any charitable remainder trust.

Good Shepherd invites donors to consider gift vehicles offered by the Episcopal Church Foundation, including charitable gift annuities, pooled income funds, charitable remainder trusts and donor advised funds. Gift illustrations or form documents are provided at no cost.

The following disclaimer should be included in any materials, documents, illustrations, letters, or other correspondence related to deferred gifts:

> ***Good Shepherd Episcopal Church strongly urges you to consult with your attorney, financial advisor and/or tax advisor to review this information provided without charge or obligation. This information in no way constitutes legal, financial or tax advice.***

Good Shepherd and its staff and volunteers will hold in strictest confidence all information from or about donors and potential donors. The name of any donor, as well as the amount or conditions of any gift, will not be published without the express written or verbal approval of the donor and beneficiary.

The Vestry will seek qualified professional counsel in connection with the consideration and execution of all deferred gift agreements and will offer appropriate remuneration for professional services.

The Vestry, upon the advice of the Gift Review Committee, may decline any deferred gift that does not further the mission of Good Shepherd or that would impose an unreasonable administrative burden or require Good Shepherd to incur excessive expenses.