Organization: The Redeemed Christian Church of God (Potter's House) Kitchener
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Designated Gifts & Building Project Fund Policy

1. Objective

Provide an accountable approach to gifts received for specifically identified charitable purposes, including the proposed **$3,700,000 CAD** property acquisition. Ensure donor communications are consistent with the terms actually accepted and the church's registered objects.

2. One charity, multiple approved programs

Potter's House is the legal donation recipient. Ministry teams such as Great Women, Royals, Children's Ministry, community welfare and TBGN are church programs; the existence of a named campaign does not create an independent registered charity. All campaigns use approved accounts and central finance controls.

3. Types of gifts

- **Unrestricted:** the charity may allocate according to its charitable priorities.
- **Preference or designation request:** a donor indicates a preferred program, but the actual legal effect depends on the words of the appeal and accepted gift terms.
- **Restricted-purpose gift:** a gift accepted subject to a legal restriction that must be honoured. Changes require appropriate legal authority, donor agreement where possible, or other lawful process.

4. Before a named campaign goes public

Leadership and finance must adopt a written campaign brief containing purpose, goal, planned use, anticipated ancillary costs, allocation and reporting method, intended solicitation wording, termination conditions, and the handling of any surplus, shortfall, delay, cancellation or changed property plan. Do not assume all restricted donations can be redirected if the project changes.

5. Building Project scope

The published objective is to acquire suitable property and enable worship, children's learning, gatherings, community care and ministry growth. Architectural renderings are concepts, not final approved designs or guaranteed services. No statement should promise a specific number of classrooms, medical services, land area or accessibility feature without an approved property and plan.

6. Approval and disbursements

Establish authorized signatories, documented capital commitments, finance reconciliations, procurement and related-party review. Release of restricted funds should occur only for authorized purposes and with evidence of approval. TBGN and other ministries may submit program costs but must not charge a Building Project restricted fund unless that expenditure fits the donor terms and authorized project scope.

7. Reporting

The website may disclose an approved capital goal and a separately verified amount raised, with an "as of" date and clear treatment of pledges, expenses, refunds and outstanding commitments. Report project milestones, significant scope changes and donor material updates. Do not double-count funds across ministry impact campaigns and the capital appeal.

8. Payment instructions

Confirm **donation@pottershouserccg.ca** with the treasurer before presenting it as an e-Transfer destination. A general Square link should not be promoted as a designated Building Project payment unless the finance team has a reliable way to capture and reconcile the Building Project instruction.

9. Unresolved clauses requiring legal/leadership review

- Final gift restriction wording and trustee obligations.
- Treatment of donor intent if the building purchase cannot proceed.
- The approved alternatives, if any, for surplus contributions or substantially changed scope.
- Written donor acknowledgements, refunds and dispute procedures.
- Policy owner, approval authority, effective date and review schedule.