

Resolution of the Vestry of St. Anne's Episcopal Church Reston, Virginia

Establishing the St. Anne's Endowment Fund

In grateful thanksgiving to God for all of the faithful people who have given generously of their time, talent, and wealth to establish and support the ministry of St. Anne's Episcopal Church; in the hope that, through God's grace, future generations will continue to support and share in the work of this community of faith; and in an effort to provide one means through which responsible stewardship may be exercised to these ends, the Rector and Vestry of St. Anne's Episcopal Church have adopted this Resolution for the establishment of the St. Anne's Endowment Fund.

ARTICLE I DEFINITIONS

As used in this Resolution:

- (1) "Average Market Value" of the assets of the Trust means the average market value of such assets for the three (3) years immediately preceding any distribution or other action, determined as of December 31 of each such year, net of expenses incurred by the Endowment Committee for its operations in each such year;
- (2) "Bylaws" means the duly adopted bylaws of the Parish, as the same may be in effect from time to time;
- (3) "Canons" means the duly adopted Canons of the Diocese, as the same may be in effect from time to time;
- (4) "Code" means the United States Internal Revenue Code of 1986, as amended;
- (5) "Designated Contingent Purpose Funds" means Designated Funds in respect of which the donors have specified that the assets should be held

and not distributed, and that all income generated by such assets should be reinvested, unless and until a specified contingent event occurs;

- (6) "Designated Funds" means assets held by the Endowment Fund that are subject to restrictions specified by the donors respecting how such assets or income derived from such assets may be used;
- (7) "Diocese" means the Diocese of Virginia of the Episcopal Church, or its successor entity if the Parish should ever be assigned to another diocese;
- (8) "Endowment Committee" or "Committee" means the Endowment Committee for the St. Anne's Endowment Fund established under Section 3.01 of this Resolution;
- (9) "Endowment Fund" means the St. Anne's Endowment Fund established pursuant to this Resolution;
- (10) "Gift Acceptance Policy" means the policy set out in the resolution of the Vestry of even date herewith "Establishing the Gift Acceptance Policy" of the Parish;
- (11) "Officer" means an officer of the Endowment Committee elected or appointed pursuant to subsections (d) or (e) of Section 3.01 of this Resolution;
- (12) "Parish" means St. Anne's Episcopal Church, Reston, Virginia;
- (13) "Rector" means the Rector of the Parish, as designated from time to time in accordance with the Canons;
- (14) "Resolution" means this Resolution Establishing the St. Anne's Endowment Fund; and
- (15) "Vestry" means the Vestry of the Parish duly elected from time to time in accordance with the Bylaws and Canons.

ARTICLE II

ESTABLISHMENT AND PURPOSES OF THE ENDOWMENT FUND

Section 2.01. Establishment of the Endowment Fund. The Endowment Fund is hereby established as a general permanently restricted fund of the Parish, to be funded, governed, and administered as set forth in this Resolution.

Section 2.02. Purposes of the Endowment Fund.

(a) The purpose of the Endowment Fund is to enable the Parish to fulfill more abundantly its mission of serving Christ through God's people by developing ministries beyond those possible through the Parish's operating funds alone. The Endowment Fund is intended to provide increasing and enduring resources for ministry over many years. Except as may be determined by the Vestry with respect to distributions from the Endowment Fund, it is not intended to support the normal annual operating expenses of the Parish, which are to be funded from annual pledges and contributions.

(b) Distributions from the Endowment Fund, as provided in Section 5.01 below, shall be expended as the Vestry may from time to time determine, with particular focus on needs for outreach, education, and building maintenance and improvements; provided, however, that distributions attributable to Designated Funds shall be expended by the Vestry in compliance with the requirements imposed by the donors in respect of the use of such funds.

ARTICLE III
ADMINISTRATION OF THE ENDOWMENT FUND

Section 3.01. Endowment Committee.

(a) The Endowment Fund shall be managed and administered by an Endowment Committee consisting of five (5) voting members appointed by the Vestry upon recommendation of the Rector, and confirmed by a majority of the members of the congregation present and voting at a meeting of the Parish duly called in accordance with the Bylaws and Canons. The Rector, Senior Warden, and Treasurer of the Parish shall serve as non-voting *ex officio* members of the Committee. At least three (3) voting members of the Committee shall, at all times, be persons who are not members of the Vestry. Only persons eligible to vote at the Annual Meeting of the Parish shall be eligible to serve as members of the Endowment Committee.

(b) Upon adoption of this Resolution, the initial term of one member of the Endowment Committee appointed by the Vestry will be five (5) years, the initial term of one member will be four (4) years, the initial term of one member will be three (3) years, the initial term of one member will be two (2) years, and the initial term of one member will be one (1) year. Thereafter, the Vestry will appoint successor members for five (5) year terms. A member may be reappointed to the Committee for one (1) consecutive term; provided, however, that the initially appointed member having a one (1) year term may be appointed for two (2)

consecutive terms. A former member may be reappointed to the Committee after one (1) year of non-service. Each member of the Committee will serve until his or her successor is appointed and qualified. The Vestry may remove any member of the Committee for cause.

(c) If any member of the Endowment Committee ceases to serve during his or her term, a substitute will be appointed by the Vestry upon recommendation of the Rector to serve the unexpired portion of that term. When so appointed, the substitute will be a full voting member of the Endowment Committee. Such appointment shall be subject to confirmation, however, at the next Annual Meeting of the Parish by a majority vote of the members of the congregation there present and voting. If such substitute member is not so confirmed, he or she shall immediately cease to be a member of the Endowment Committee.

(d) The Endowment Committee shall annually elect one of its members to serve as Chair. The Chair will be responsible for calling and chairing meetings of the Committee, appointing committees or otherwise delegating responsibilities within the Committee, reporting on activities of the Committee and the status of the Endowment Fund to the Vestry and the congregation of the Parish, and generally performing all other duties incident to the office of Chair of the Endowment Committee.

(e) The Endowment Committee may appoint a Secretary and a Treasurer, who need not be members of the Committee, to maintain the books and records of the Endowment Fund, including minutes of all meetings, and to perform such other duties as are prescribed by the Committee, including the maintenance of a permanent record of all donors and gifts to the Endowment Fund and preparation of financial reports. The Committee may also appoint such other persons or officers as it deems appropriate to assist the Committee in the performance of its responsibilities. The appointment of any such persons who are not members of the Committee will be subject to the concurrence of the Vestry.

(f) A quorum of the Endowment Committee will consist of three (3) voting members. A majority of all voting members then in office will be required for the election of Committee officers and the selection of the auditor or reviewer of the Endowment Fund. Except as provided in Section 6.01 or 6.02, a majority of the voting members present and voting will be sufficient to carry any motion or resolution.

(g) The Endowment Committee will meet not less frequently than quarter-annually and more frequently as it deems appropriate. Meetings may be conducted telephonically. Meetings of the Committee will generally be open to any member of the congregation of the Parish; provided that the Committee may, by a majority vote, close any such meeting or conduct any portion of any such meeting in executive session.

(h) The Chair of the Endowment Committee will maintain a complete file of minutes and other Committee records and will deliver the same to his or her successor.

Section 3.02. Authority and Discretion of the Endowment Committee.

(a) Except as otherwise provided in this Resolution and subject to the ultimate responsibility of the Vestry under the Canons, the Endowment Committee will exercise all management and investment decisions regarding the Endowment Fund and its assets. Such decisions shall include, without limitation, the establishment from time to time of investment and distribution policies regarding permanently or temporarily restricted assets; the establishment of sub-accounts; the exercise of securities' owners' rights; determinations regarding income and principal allocations where not clearly prescribed by governing law (and to rely upon the opinion of counsel in connection with any such allocation); the insuring of any asset in the Endowment Fund; the opening of one or more checking or investment accounts with a federally insured bank; the opening of one or more investment or cash management accounts with any qualified S.I.P.C. insured securities firm; the opening of one or more investment accounts with mutual funds; the opening of one or more investment accounts with The Trustees of the Funds of the Diocese; and all other administrative decisions.

(b) The Endowment Committee is authorized to incur and pay all such expenses as are reasonable, necessary, and proper for the establishment, maintenance, and operation of the Endowment Fund as contemplated in this Resolution. Such expenses shall include, without limitation, the costs of any investment advisor, consultant, auditor, or other provider of service retained by the Committee to assist in the performance of its duties, as well as the cost of any directors' and officers' liability insurance coverage for members and officers of the Committee that the Committee, in its reasonable discretion, decides to purchase. All expenses which the Endowment Committee proposes to incur shall be set out in an annual budget of the Committee that shall be subject to review and approval by the Vestry as part of the Vestry's annual budget process.

(c) In managing the affairs of the Endowment Fund, the members of the Endowment Committee shall conduct their business as fiduciaries in accordance with the applicable canons and requirements of the Diocese and the Episcopal Church and the laws of the Commonwealth of Virginia. In managing the affairs of the Endowment Fund, they shall exercise the same degree of care as prudent people would exercise in the management of their own personal financial affairs. Except for bad faith or gross negligence, no member or officer of the Committee shall be liable for any act, omission, loss, damage or expense arising from the performance of such member's or officer's duties or for the exercise or non-exercise of any discretionary power or authority granted to such member or officer. No member or officer will be liable for the acts or omissions of any prior member or officer, nor have any duty to audit or investigate the administration of the Committee or the Endowment Fund prior to such member or officer having taken office. The

members and officers of the Committee shall be indemnified by the Parish against personal liability in the performance of their duties to the fullest extent authorized under the applicable canons of the Diocese and the Episcopal Church and under the laws of the Commonwealth of Virginia.

(d) No member or officer of the Endowment Committee shall engage in any self-dealing or transaction with the Endowment Fund where the member or officer has any direct or indirect financial interest. Each member and officer of the Committee will, at all times, refrain from conduct in which his or her personal interests would conflict with the interests of the Endowment Fund.

(e) Members and officers (whether or not members) of the Endowment Committee will serve without compensation.

Section 3.03. Residual Powers of the Endowment Committee. In addition to the powers explicitly set forth in this Resolution, the members of the Endowment Committee and all their successors are authorized to exercise all powers granted fiduciaries under Section 64.1-57 of the Code of Virginia (and any successor provisions thereto), except to the extent inconsistent with more specific direction provided by this Resolution. The provision of Section 64.1-57 of the Code of Virginia (and any successor provisions thereto) are hereby incorporated into and made a part of this Resolution.

ARTICLE IV ASSETS OF THE ENDOWMENT FUND

Section 4.01. Funding of the Endowment Fund.

(a) Subject to the provisions of the Gift Acceptance Policy , the Endowment Fund shall be funded by *inter vivos* gifts and contributions and by bequests of cash or other assets (including, without limitation, life insurance policies and real estate).

(b) The following assets shall be contributed to the Endowment Fund, subject to the provisions of the Gift Acceptance Policy:

(1) All *inter vivos* gifts and contributions received by the Parish where the donor has requested that the assets be contributed to the Endowment Fund;

(2) All bequests made to the Endowment Fund or made to the Parish where the donor has expressed an intent, by will or otherwise, that the assets be contributed to the Endowment Fund;

(3) All bequests received by the Parish where the donor has failed to specify an intent as to how the assets should be used but where the Vestry determines that all or a portion of the bequest should be contributed to the Endowment Fund; and

(4) Such other or additional assets as the Vestry may from time to time determine.

(c) The Endowment Committee shall prepare, adopt, and implement a plan for informing, and educating the parishioners of the Parish about the purpose, structure, and operation of the Endowment Fund and shall provide for (i) information and assistance to individuals desiring to make a gift, contribution, or bequest to the Endowment Fund; and (ii) requests of gifts, contributions, and bequests to the Endowment Fund in a manner that does not conflict with the Parish's annual canvass for pledges to support the Parish's operating budget or special capital fundraising efforts approved by the Vestry.

Section 4.02. Investments of the Endowment Fund.

(a) The Endowment Committee shall adopt, and may from time to time amend, an investment policy governing the investments of Endowment Fund assets. Such policy, and all amendments thereto, shall be subject to ratification by the Vestry. In the absence of a finding by the Endowment Committee concurred in by the Vestry that such investment is no longer in the best interests of the Parish, it is understood that all cash assets of the Endowment Fund (except for cash referred to in subsection (d) below) will be invested with The Trustees of the Funds of the Diocese.

(b) All accounts and assets of the Endowment Fund will be held in the name of the Endowment Fund or its nominee or nominees. The Endowment Fund assets may be kept at any place or places approved by the Endowment Committee or with a depository, custodian, or financial institution at such place or places.

(c) Assets of the Endowment Fund may be invested and reinvested in real or personal property of any kind, including without limitation domestic and foreign corporate obligations and securities of every kind, investment trusts, mutual funds, government obligations, mortgages, notes, or bank and brokerage accounts.

(d) A reasonable amount of cash may be retained uninvested in the commercial or trust department of any bank, trust company, or securities firm for such periods of time as the Endowment Committee may deem reasonable for the efficient administration of the Endowment Fund.

(e) Any and all funds held by the Endowment Fund may, unless specifically otherwise provided by the donor or donors, be consolidated for investment.

ARTICLE V
OPERATIONS OF THE ENDOWMENT FUND

Section 5.01. Distributions from the Endowment Fund.

(a) Subject to the provisions of subsections (b) and (c), below, the Endowment Committee shall annually distribute to the Vestry an amount not less than four (4) percent nor more than seven (7) percent of the Average Market Value of the assets of the Endowment Fund; provided, however, that assets attributable to Designated Contingent Purpose Funds shall not be included in the calculation of assets for purposes of arriving at the annual distribution percentage. The percent of the Average Market Value of the assets of the Endowment Fund to be distributed in any given year shall, subject to the provisions of subsection (c), below, be determined by the Endowment Committee in its discretion.

(b) Notwithstanding the provisions of subsection (a), above, and except as provided in subsections (c) and (d), below, the Endowment Committee shall make no distribution at any time that the Average Market Value of the assets of the Endowment Fund, excluding assets attributable to Designated Contingent Purpose Funds, is less than Two Hundred and Fifty Thousand Dollars (\$250,000).

(c) When so directed by the Vestry, the Endowment Committee shall distribute more than seven (7) percent of the Average Market Values of the assets of the Endowment Fund in a single year (as calculated under subsection (a), above); provided, however, that such direction is approved by a two-thirds (2/3) majority vote of the members of the Vestry present and voting at a meeting of the Vestry at which a quorum is present, and confirmed by a two-thirds (2/3) majority vote of members of the congregation of the Parish present and voting at a duly called meeting of the congregation in accordance with the Bylaws and Canons. In issuing such a direction, the Vestry shall specify whether or not the amount of any distribution in excess of seven (7) percent of the Average Market Value of the assets of the Endowment Fund shall be treated as a loan from the Endowment Fund to the Vestry, and if so, the terms and conditions of such loan.

(d) In addition to the annual distributions as described in subsections (a), (b), and (c), above, the Endowment Committee shall distribute to the Vestry assets attributable to any Designated Contingent Purpose Fund upon request by the Vestry for all or a portion of such assets and certification by the Vestry that (i) the contingency specified by the donor of such fund has occurred and (ii) that the assets so requested are necessary and will be used to address needs of the Parish related to the occurrence of such contingency.

Section 5.02. Records and Annual Reviews or Audits. The Endowment Committee will keep complete and accurate records of the Endowment Fund on a

calendar year basis and, not less often than annually, will cause its financial records to be reviewed or audited in such manner as may be directed by the Vestry; provided, however, that in neither case shall the reviewer or auditor be a member of the Endowment Committee or the Vestry. Each such review or audit will include such inquiries as the reviewer or auditor deems appropriate into the conformity of distributions from the Endowment Fund with the terms of this Resolution and with all donor-imposed requirements. The Endowment Committee shall use the same chart of accounts and the same accounting system as used by the Parish.

Section 5.03. Reports to the Vestry and Congregation.

(a) The Endowment Committee shall report to the Vestry periodically, but not less often than semi-annually, concerning the status of the Endowment Fund.

(b) The Endowment Committee shall provide a full and complete report on the status of the Endowment Fund and the activities of the Committee to the congregation of the Parish at the Annual Parish Meeting.

Section 5.04. Tax Matters.

(a) In a timely manner, the Endowment Committee will provide to donors to the Endowment Fund appropriate confirmations of their gifts, and to the Vestry or its agent all information regarding the Endowment Fund's operations pertinent to all tax returns that might be required under federal and state laws.

(b) The Endowment Fund shall at all times be operated in a manner to qualify for tax exempt status and to assure that contributions will qualify as charitable contributions within the meaning of Sections 170(c), 2055(a), and 2522(a) of the Code (or any successor provisions thereto). In cases where the Code or the tax laws of any other jurisdiction afford the Endowment Fund any election or option, the Endowment Committee will make recommendation to the Vestry as to the exercise of such election or option in a manner that would be in the best interests of the Endowment Fund.

ARTICLE VI

AMENDMENT AND TERMINATION OF THE ENDOWMENT FUND

Section 6.01. Amendment of the Endowment Fund. Except as provided in Section 6.02, this Resolution may be amended by a two-thirds (2/3) majority vote of all members of the Vestry, upon recommendation of a two-thirds (2/3) majority vote of the members of the Endowment Committee; provided however, that any amendment that would increase the percentage of the Average Market Value of the assets of the Endowment Fund subject to normal distribution as provided in subsection (a) of Section 5.01 of this Resolution or that would amend this Section

6.01 or Section 6.02 must also be confirmed by a two-thirds (2/3) majority vote of the members of the congregation present and voting at a meeting of the Parish duly called in accordance with the Bylaws and Canons.

Section 6.02. Termination of the Endowment Fund.

(a) Except as provided in subsections (b) and (c), below, the Endowment Fund will terminate automatically upon the termination of the Parish. In the event of such automatic termination, ownership of the assets of the Endowment Fund shall be automatically vested in the Diocese.

(b) In the event of a merger or consolidation of the Parish with another church in a manner such that the Parish is not the surviving entity, the Endowment Fund shall not terminate if the Parish, acting in accordance with the same procedures required for authorization of the merger or consolidation and with the consent of the Bishop of the Diocese, authorizes the survival of the Endowment Fund for the benefit of the new entity formed by the merger or consolidation. As part of such action and acting in accordance with the same procedures required for authorization of the merger or consolidation, the Parish may make such amendments to this Resolution as are necessary and appropriate in light of the merger or consolidation; provided, however, that such amendments are consistent with the fundamental purposes and intent of this Resolution.

(c) In the event of a merger or consolidation of the Parish with another church in a manner such that the Parish is the surviving entity, the Endowment Fund shall not terminate, and the Parish may, in connection with such event and acting in accordance with the same procedures required for authorization of the merger or consolidation and with the consent of the Bishop of the Diocese, make such amendments to this Resolution as are necessary and appropriate in light of the merger or consolidation; provided, however, that such amendments are consistent with the fundamental purposes and intent of this Resolution.

ARTICLE VII

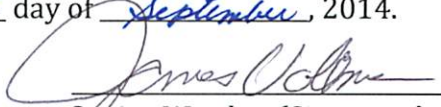
RATIFICATION OF RESOLUTION BY CONGREGATION

In order to insure the rights of the congregation of the Parish as provided in this Resolution, and in particular in Sections 5.01, 6.01, and 6.02 of this Resolution, the Vestry shall cause this Resolution to be submitted for ratification by the congregation at a meeting of the Parish duly called in accordance with the Bylaws and Canons. This Resolution shall become effective only upon such ratification by the congregation of the Parish.

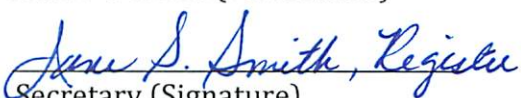
IN WITNESS WHEREOF, the Rector and members of the Vestry of St. Anne's Episcopal Church, Reston, Virginia have adopted this Resolution Establishing the St. Anne's Endowment Fund, as of this 5th day of September, 2014.


Rector (Signature)

James Papile
Rector (Print Name)



Senior Warden (Signature)

JAMES VOLLMAN
Senior Warden (Print Name)

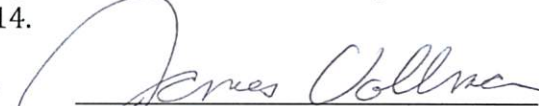

Secretary (Signature)

Jane S. Smith, Register
Secretary (Print Name)

This Resolution was ratified by the congregation of the Parish at a duly called meeting on September 7, 2014.


Rector (Signature)

James Papile
Rector (Print Name)


Senior Warden (Signature)

JAMES VOLLMAN
Senior Warden (Print Name)


Secretary (Signature)

Jane S. Smith, Register
Secretary (Print Name)

Resolution of the Vestry of St. Anne's Episcopal Church Reston, Virginia

Establishing the Ongoing Planned Giving Program

To encourage the parishioners of St. Anne's Episcopal Church (the "Parish") to participate in responsible stewardship and to enhance the program of the Parish and its Endowment Fund by facilitating opportunities for planned giving, the Vestry hereby adopts an ongoing Planned Giving Program as an integral part of the Parish's stewardship activities. It is expected that this program will have the following components and features:

1. Planned giving will be conducted in coordination with other activities of a stewardship nature and will be under the supervision of the Endowment Committee, in consultation with the Stewardship Committee, the Vestry, the Rector, and the Treasurer of the Parish.
2. Among its other activities, the Endowment Committee will maintain liaison with The Trustees of the Funds of the Diocese of Virginia and with other diocesan offices having responsibility for planned giving matters, as well as with comparable programs at the national church level. The Endowment Committee will maintain continuing awareness of resources within the Parish and in the region, the Diocese, and the national church to assist the Parish in its ongoing program, and, if appropriate, to assist with consultation with prospective donors or their legal or tax counsel.
3. The Endowment Committee will establish an appropriate system to maintain records of oral and written communications to and from prospective donors and to assure timely response to inquiries with respect to planned giving matters.
4. The Endowment Committee, in cooperation with the Rector and in consultation with the Stewardship Committee, will implement a regular schedule for communicating information to the Parish on planned giving stewardship and opportunities.
5. During the next 12 months, and at regular intervals thereafter, the Parish will conduct at least one estate-planning seminar as an educational program and to promote awareness of planned giving opportunities in the estate-planning context.
6. The Planned Giving Program will be a continuing activity and will be in place to facilitate communication with respect to opportunities for planned giving, regardless of whether or not a capital campaign is in process or being contemplated.
7. The Endowment Committee will establish a Heritage Society (or Legacy Society or appropriately named recognition program) to consist of those persons who have informed the Parish in writing of their commitment of a bequest or other planned gift for the benefit of the Parish.

IN WITNESS WHEREOF, the Rector and members of the Vestry of St. Anne's Episcopal Church, Reston, Virginia have adopted this Resolution Establishing the Ongoing Planned Giving Program, as of this 5th day of September, 2014.

Rector (Signature)

Rector (Print Name)

Senior Warden (Signature)

Senior Warden (Print Name)

Secretary (Signature)

Secretary (Print Name)

Resolution of the Vestry of St. Anne's Episcopal Church Reston, Virginia

Policy Regarding the Disposition of Bequests

This policy statement governs the disposition of bequests to St. Anne's Episcopal Church (the "Parish"). For purposes of this statement, "bequests" shall mean any type of gift in which the assets are transferred upon the death of the donor. The assets may be in any form, such as cash, securities, personal property, real property, etc.

Section 1. Wording of Bequests. The bequest may identify the beneficiary in one of two general ways: either as (i) "St. Anne's Episcopal Church, Reston, Virginia"; or (ii) the "Endowment Fund of St. Anne's Episcopal Church, Reston, Virginia", or similar wording.

Section 2. Bequests to St. Anne's Episcopal Church. Bequests with "St. Anne's Episcopal Church" as the beneficiary can be of two general types:

(a) "Designated," in which the donor identifies a specific purpose or purposes to which the funds should be directed. In such cases, the Vestry has ultimate responsibility to assure that the use(s) to which such funds are applied is faithful to the donor's wishes. If such funds total Fifteen Thousand Dollars (\$15,000) or more, they may be directed by the Vestry to their designated purpose(s) as a Designated Fund within the St. Anne's Endowment Fund. For designated bequests of less than Fifteen Thousand Dollars (\$15,000), such funds will be expended as directed by the donor, typically as part of the normal funds of the Parish administered by the Treasurer of the Parish.

(b) "Undesignated," in which case, subject to the provisions of subsection (c) below, the Vestry and Rector will determine the ultimate use of the funds, including whether some or all of the bequest should be contributed to the St. Anne's Endowment Fund. The Vestry and Rector may designate some or all of the bequest toward a specific purpose. Any funds not so designated within three months of the receipt of the gift shall be contributed to the St. Anne's Endowment Fund; and such contribution, once made, shall be permanent and funds so transferred shall be held in the St. Anne's Endowment Fund in perpetuity.

(c) Where a particular bequest is made to St. Anne's Episcopal Church in an undesignated form (as described above) but the donor, in a separate writing or document, has made clear his or her intent that some or all of the bequest should be contributed to the St. Anne's Endowment Fund, the amount so specified shall be promptly transferred to the Endowment Fund upon receipt.

Section 3. Bequests to the St. Anne's Endowment Fund. Bequests designating the "Endowment Fund of St. Anne's Episcopal Church" (or similar wording) as beneficiary shall be promptly transferred to the Endowment Fund upon receipt. If the bequest was given for a designated purpose or purposes and the gift value is Fifteen Thousand Dollars (\$15,000) or more, then the value of the assets will be applied to establish a Designated Fund of the Endowment Fund, as provided for in a separate policy, and expendable funds shall be made available for use for such

designated purpose(s) only. For designated bequests less than Fifteen Thousand Dollars (\$15,000), the Endowment Committee will determine whether it is feasible to establish a Designated Fund to insure that the wishes of the donor can be honored. If, in the judgment of the Endowment Committee, the establishment of such a Designated Fund is not feasible, then the bequest may be transferred to the Treasurer of the Parish to be administered as part of the normal funds of the Parish, subject to the restrictions specified by the donor. If the bequest to the St. Anne's Endowment Fund is otherwise undesignated, the assets will be directed to that portion of the corpus of the Endowment Fund where expendable funds are unrestricted.

Section 4. Procedures for Handling Bequests.

(a) The procedure for handling bequests shall begin with the Treasurer of the Parish, who will see that any cash is promptly deposited and held in a bank pending a decision regarding the final disposition of the bequest. If the bequest includes marketable securities, the assets will be sold promptly upon receipt from the donor's estate according to the normal practices of the Parish.

(b) The method, timing, agent, etc. for the liquidation of other assets (such as real estate, household items, or personal property) will be decided by the Vestry with guidance and recommendations from the Treasurer of the Parish and the Endowment Committee.

(c) In all cases, the Treasurer of the Parish will prepare copies of relevant documents and distribute them to the appropriate officers of the Parish, including the Rector, the Senior Warden, and the Chair of the Endowment Committee.

(d) Acknowledgments of bequests will be given by the Rector and other officers of the Parish as appropriate in a timely manner.


IN WITNESS WHEREOF, the Rector and members of the Vestry of St. Anne's Church, Reston, Virginia have adopted this Resolution of Policy Regarding the Disposition of Bequests, as of this 5th day of September, 2014.


Rector (Signature)

James Papile
Rector (Print Name)


Senior Warden (Signature)

James Vollman
Senior Warden (Print Name)


Secretary (Signature)

Jane S. Smith, Register
Secretary (Print Name)

**Resolution of the Vestry of St. Anne's Episcopal Church
Reston, Virginia**

**Regarding Designated Funds within the
St. Anne's Endowment Fund**

A separate and designated investment fund of the St. Anne's Endowment Fund (a "Designated Fund") may be established for gifts in the amount of \$15,000 or more. The assets of Designated Funds may be merged with other assets of the St. Anne's Endowment Fund for investment purposes, but the identity and designated purpose of each Designated Fund shall be preserved individually.

Each Designated Fund shall be established effective as soon as practicable following receipt of the assets by the Endowment Fund, but in no event later than the last day of the quarter following that in which the completed gift with designation is received and honored. The value of each Designated Fund shall be determined either by the actual cash value if received in cash, the market value of marketable securities on the date the gift is received, or as mutually established by the donor and the Treasurer of St. Anne's for all other gifts.

Income, realized gains or losses, and unrealized gains or losses shall be allocated quarterly to each Designated Fund based on its market value relative to the total market value of the St. Anne's Endowment Fund at the end of the previous quarter. New gifts shall then be added and withdrawals shall then be subtracted to arrive at the new value of the Designated Fund on the last day of the quarter.

Funds made available for expenditure from each Designated Fund, under the processes described in the Resolution Establishing the St. Anne's Endowment Fund, shall be limited to the purposes specified in the designation. Unless otherwise restricted by the donor or by the Vestry, any available but unspent funds shall be held in the Designated Fund and shall be available for future expenditure in the current year or in subsequent years. These unspent funds shall increase the total market value of the Designated Fund and continue to accrue earnings until expended.

IN WITNESS WHEREOF, the Rector and members of the Vestry of St. Anne's Episcopal Church, Reston, Virginia have adopted this Resolution Regarding Designated Funds within the St. Anne's Endowment Fund, as of this 5th day of September, 2014.

Rector (Signature)

James Papile

Senior Warden (Signature)

JAMES VOLLMAN

Rector (Print Name)

Senior Warden (Print Name)

Jane S. Smith, Register
Secretary (Signature)

Jane S. Smith, Register
Secretary (Print Name)

Resolution of the Vestry of St. Anne's Episcopal Church Reston, Virginia

Establishing the Gift Acceptance Policy

This Gift Acceptance Policy is intended to provide guidelines to representatives of St. Anne's Episcopal Church (the "Parish") who may be involved in the acceptance of gifts, to outside advisors who may assist in the gift-planning process, and to prospective donors who may wish to make gifts to the Parish. This policy is intended as a guide and allows for some flexibility on a case-by-case basis. The gift review process outlined herein, however, is intended to be followed closely.

If a particular gift is made by way of a bequest, the Policy Regarding the Disposition of Bequests, as set out in a separate resolution of the Vestry, will also be applicable to the handling and disposition of such gift.

Section 1. Process for Review of Proposed Gifts

(a) In general, the procedure for receiving gifts shall begin with the Treasurer of the Parish, who will see that any cash received is promptly deposited and held in a bank pending a decision regarding the final disposition of the gift. If a gift includes marketable securities, the assets should be sold promptly upon receipt from the donor according to the normal practices of the Parish.

(b) Any questions which may arise in the review and acceptance of gifts to the Parish will be referred to the Endowment Committee for its review and recommendations. The final decision with respect to such questions will, however, rest with the Vestry.

(c) The method, timing, agent, etc. for the liquidation of non-cash assets (such as real estate, household items, or personal property) proposed to be or given to the Parish will be decided by the Vestry with guidance and recommendations from the Endowment Committee.

Section 2. Specific Guidelines for Various Classes of Gifts

(a) Cash

- (1) All gifts of cash or by check shall, with the approval of the Vestry, be accepted by the Parish regardless of amount.
- (2) Checks should be made payable to "St. Anne's Episcopal Church" or to the "Endowment Fund of St. Anne's Episcopal Church." In no event shall a check be made payable to an individual who represents the Parish in any capacity.

(b) Publicly Traded Securities

- (1) Readily marketable securities, such as those traded on a stock exchange, can be accepted by the Parish.
- (2) For gift crediting and accounting purposes, the value of the gift of publicly traded securities shall be the closing prices of such securities on the date of the gift.
- (3) Any marketable securities given to the Parish shall be sold promptly upon

receipt, according to the normal practices of the Parish.

(c) Closely Held Securities

- (1) Non-publicly traded securities offered or given to the Parish may be accepted with the approval of the Vestry, with guidance and recommendations from the Endowment Committee.
- (2) Prior to recommending acceptance to the Vestry, the Endowment Committee will explore methods and timing of liquidation of the securities through redemption or sale. In particular, the Endowment Committee will try to determine (i) an estimate of fair market value for the offered securities, (ii) any restrictions on the transfer of such securities, and (iii) whether and when an initial public offering of such securities might be anticipated.
- (3) No commitment for repurchase of closely held securities shall be made prior to completion of the gift of such securities.

(d) Real Estate

- (1) Any gift of real estate proposed to be given to the Parish must be approved by the Vestry, with guidance and recommendations from the Endowment Committee.
- (2) The donor of any real estate will normally be responsible for obtaining and paying for an appraisal of the offered property. Such appraisal will be performed by an independent and professional agent.
- (3) The appraisal referenced in item (2) above must be based upon a personal visitation and internal inspection of the property by the appraiser. Also, whenever possible, it must show documented valuation of comparable properties located in the same area. The formal appraisal should also 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.
- (4) The Parish reserves the right to require an environmental assessment of any real estate proposed to be given to the Parish.
- (5) The donor of real estate may be asked to pay for all or a portion of (i) maintenance costs, (ii) real estate taxes, (iii) insurance, (iv) real estate broker's commission and other costs of sale, or (v) appraisal costs for the offered property prior to its transfer to the Parish.
- (6) For gift crediting and accounting purposes, the value of real estate given to the Parish shall be the appraised value of the real estate; however, such value may be reduced by costs of maintenance, insurance, real estate taxes, broker's commission, and other expenses of sale.

(e) Life Insurance

- (1) Any gift of a life insurance policy must be approved by the Vestry, with guidance and recommendations from the Endowment Committee.
- (2) The Parish will accept a life insurance policy as a gift only if St. Anne's Episcopal Church or the Endowment Fund of St. Anne's Episcopal Church is named as the owner and beneficiary of 100 percent of the policy.
- (3) If the gift is a paid-up policy, the value for gift crediting and accounting purposes is the policy's replacement cost.

- (4) If the policy is partially paid up, the value for gift crediting and accounting purposes is the policy's cash surrender value. (Note: For tax purposes, the donor's charitable income tax deduction is equal to the interpolated terminal reserve, which is an amount slightly in excess of the cash surrender value.)

(f) Tangible Personal Property

- (1) Any gift of tangible personal property must be accepted by the Vestry, with guidance and recommendations from the Endowment Committee.
- (2) A gift of jewelry, artwork, collections, equipment, or software shall be assessed for its value to the Parish, which may be realized either through sale or use in connection with the Parish's tax-exempt purposes.
- (3) Depending upon the anticipated value of the gift, a qualified outside appraiser may be asked to determine its value.
- (4) The Parish shall adhere to all Internal Revenue Service ("IRS") requirements relating to disposing of gifts of tangible personal property and will provide appropriate forms to the donor and the IRS.

(g) Bequests and Deferred Gifts

- (1) The Parish encourages deferred gifts in its favor through any of a variety of vehicles including:
 - charitable gift annuities (or deferred gift annuities),
 - pooled income funds,
 - charitable remainder trusts,
 - charitable lead trusts,
 - bequests, and
 - retained life estates.
- (2) Neither the Parish nor any of its agents shall act as an executor (personal representative) for a donor's estate. Any member of the Parish staff serving as personal representative for a member of the Parish does so in a personal capacity, and not as an agent of the Parish.
- (3) Neither the Parish nor any of its agents shall act as trustee of a charitable remainder trust.
- (4) When appropriate, the Parish may invite prospective donors to consider the gift vehicles offered by the Diocese of Virginia or the Episcopal Church Foundation (specifically, charitable remainder trusts, charitable gift annuities, and the pooled income fund) as well as its investment services.
- (5) When donors or prospective donors are provided planned gift illustrations or form documents by the Parish, these will be provided free of charge. For any planned-gift-related documents, materials, illustrations, letters, or other correspondence, the following disclaimer will be included:

We strongly urge that you consult with your attorney, financial and/or tax advisor to review and approve this information provided you without charge or obligation. This information in no way constitutes advice. We will gladly work with your independent advisors to assist in any way.

- (6) All information obtained from or about donors or prospects shall be held in the

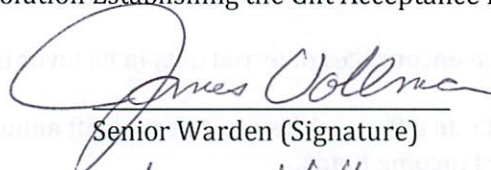
- strictest confidence by the Parish, its staff and volunteers. The name, amount, or conditions of any gift shall not be published without the express written or oral approval of the donor and/or beneficiary.
- (7) The Parish will seek qualified professional counsel in the exploration and execution of all planned gift agreements. The Parish recognizes the right of fair and just remuneration for professional services.
- (8) The Vestry, upon the advice of the Endowment Committee, reserves the right to decline any gift that does not further the mission or goals of the Parish or that is inconsistent with the values or mission of the Parish. Also, any gifts that would create an administrative burden or cause the Parish to incur excessive expenses may be declined.

Section 3. Review and Amendment of Policy. This policy shall be regularly reviewed by the Endowment Committee. Any changes to the guidelines set out in this policy must be approved by the Vestry.

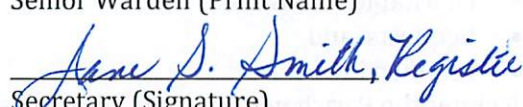
IN WITNESS WHEREOF, the Rector and members of the Vestry of St. Anne's Episcopal Church, Reston, Virginia have adopted this Resolution Establishing the Gift Acceptance Policy, as of this 5th day of September, 2014.


Rector (Signature)

James Papile
Rector (Print Name)


Senior Warden (Signature)

JAMES VOLLMAN
Senior Warden (Print Name)


Secretary (Signature)

Jane S. Smith, Register
Secretary (Print Name)