

ST. PAUL'S EPISCOPAL CHURCH
PHILANTHROPIC NAMING & RECOGNITION POLICIES

INTRODUCTION

These policies direct how the Church's physical properties may be named and the appropriate review, approval, and recognition processes.

Namings may:

- Honor individuals by recognizing exceptional contributions shaping St. Paul's Episcopal Church;
- Commemorate the Church's history and traditions;
- Honor financial contributions to support the structure(s) and space(s) named.

The vestry authorizes the Institutional Naming Steering Committee ("the Committee"), which shall comprise the Rector and the two Wardens, to administer the policies for Institutional Naming.

1. STANDARDS FOR NAMING FACILITIES

To protect the church's interests, witness, and traditions, vestry approval is required for institutional naming.

The approval process shall be as follows:

The wardens of the vestry shall be responsible for maintaining a master inventory list of all institutional naming at St. Paul's Church, both philanthropic and honorific. The list shall be shared with the rector and vestry as requested.

Any and all institutional naming proposals shall be first submitted to the Committee for consideration. If, after review, it is deemed appropriate by the Committee, the proposed naming will then be submitted to the vestry for approval.

Propriety of designated namings

Because a naming forges a lasting public association between St. Paul's Episcopal Church and the designated name, the church must exercise discretion and perform appropriate due diligence based upon all the facts and circumstances associated with available information. Care should be taken that the naming is appropriate and desirable. The Committee shall undertake or coordinate due diligence for all donor-designated namings.

1.1 Philanthropic Institutional Naming

Philanthropic institutional naming may occur when an individual has made an extraordinary financial contribution to the mission of St. Paul's as a bequest or endowment or over time, or to a specific project.

1.1.1. For donors who have provided significant financial support to St. Paul's Episcopal Church in general

In compelling cases, for financial contributions other than those designated for a specific project, a donor (whether living or deceased) may be honored through a facility name if the donor has:

- a) Provided long-term, extraordinary financial support greater than other principal donors; and
- b) There exists no major church facility currently bearing the donor's name.

1.1.2. New Construction and Significant Facility Renovation

New or substantially renovated facilities may be named or renamed in the case of renovations for a donor or donors for contributions of 20% or more of the fundraising goal.

1.2 Honorific Institutional Naming

1.2.1 For Individuals who have made extraordinary nonfinancial contributions

Individuals may be considered for honorific naming in extraordinary situations if:

- a) The individual has demonstrated formative Church-wide influence in support of St. Paul's mission or has made exceptional contributions to the wider community in the name of St. Paul's; and
- b) Three years have passed from the time the honoree has died.

2. NAMING SPACES OUTSIDE OF FACILITIES

Exterior spaces including gardens may be named for donors or to honor individuals associated with St. Paul's Episcopal Church following the same standards and processes for naming church facilities.

3. PERPETUATION OF NAME

St. Paul's Episcopal Church is committed to retaining the name of each facility, interior space, addition, wing, exterior space, or expansion for 50 years or the useful life of the facility. The useful life shall be until a change in function, major renovation, demolition or sale occurs. If the named facility is demolished or sold prior to the fiftieth anniversary of the naming, the Church will recognize the honoree in an appropriate manner as determined by the Committee.

If a facility is to be considered for renaming and in the absence of a clear gift agreement, the Church shall attempt to contact the original naming donor(s) to advise the donor(s) of the plans for renaming the facility. Clear documentation regarding attempted contact shall be required.

4. POLICY EXCEPTIONS

Exceptions to the policies may be made by the Committee, with the approval of the vestry.

