

# Donation and Bequest Process

## Purpose

This process provides guidelines for individuals who wish to donate or bequeath funds, property, or other assets to The Windsor Village Church Family.

### 1. Donations:

- a. Individuals may make financial contributions, property gifts, or other assets to The Windsor Village Church Family during their lifetime.
- b. Donations can be unrestricted or designated for a specific purpose, subject to approval by The Windsor Village Church Family.
- c. All donations will be acknowledged and documented per applicable laws and regulations.

### 2. Bequests:

- a. Donors may leave funds, real estate or personal property to The Windsor Village Church Family through a will or estate plan.
- b. Bequests can be in the form of a fixed amount, a percentage of an estate or specific asset.

Donors are encouraged to consult legal and financial advisors to ensure their wishes are properly documented and executed.

### 3. Acceptance and Use of Gifts:

- a. The Windsor Village Church Family reserves the right to accept or decline any donation or bequest based on its mission and needs.
- b. All accepted gifts will be used in accordance with donor intent, if specified, and in alignment with the church's goals.
- c. Any legal or tax implications remain the responsibility of the donor or their estate.

### 4. Recognition and Confidentiality:

- a. Donors may choose to publicly be recognized or remain anonymous.
- b. All donor information will be handled with confidentiality, except where disclosure is required by law.

## Contact Information

For more information or to make a donation or bequest, please contact the Windsor Village Church Family at 713-723-8187 and request to speak to the Finance Manager.