

Diocese of Kansas City-St. Joseph



Parish Toolkit: Presenting Estate & Life Planning Seminars

Updated March 2020

Contents

Planning	1
Keys to Success	1
Lay the groundwork	1
Manage the Event.....	2
Follow-up	2
Creating Interest	3
Bulletin Announcement Teaser Q’s for Promotion.....	3
Sample Flyer.....	4
Sample Invitation Letter.....	5
Suggested Workshop/Seminar Topics	6
Estate/Life Planning for senior group	6
Christian Stewardship – Pastor or Lay Leader	6
Planning your future – Banker, Financial Planner, Tax Accountant or Attorney.....	6
Creating your legacy/making your wishes known - Financial Planner, Tax Accountant or Attorney.....	6
Life Planning for families with children.....	6
Christian Stewardship – Pastor or Lay Leader	6
Protecting your family - Financial Planner, Tax Accountant or Attorney	6
Planning for college – Banker, Financial Planner, Tax Accountant or Attorney, Counselor	6
Planned Giving Workshop/Seminar	7
Christian Stewardship – Pastor or Lay Leader	7
Gifts during your lifetime—Financial Planner, Tax Accountant or Attorney	7
Gifts from your estate—Financial Planner, Tax Accountant or Attorney.....	8
Tax effective giving (if not already covered) - Financial Planner, Tax Accountant or Attorney	8
Handouts.....	
Life Planning Checklist.....	i
Powers of Attorney Quiz.....	iii
Evaluation Form	iv
Other Handouts	
Missouri Bishops Guide to End of Life Decisions	v
Powers of Attorney (Financial & Health) Considerations	v
A Parishioner’s Guide to Planned Gifts	v
Presenter Handouts	v
Supplemental Information for Speakers (included in Parishioners Guide)	
IRA Qualified Charitable Distributions (QCD).....	vi
Appreciated Securities Donations.....	vii
Gifts of Grain	viii
Donor Advised Fund.....	ix
Charitable Gift Annuity	x
Wills and Trusts.....	xi
Retirement Plan Assets	xii

Planning

Keys to Success

- 1) Ensure strong parish leadership.** Make sure the Pastor supports bulletin/newsletter announcements; personal invitations. Seminars/workshops are most successful when the pastor and other parish leadership work as a team to decide what type of seminar would be best in the parish.
- 2) Involve lay leadership early.** Make sure the Stewardship/Finance Council is committed. The goal is to create a constituency of members of the parish with a stake in the success of the seminar who can help insure good attendance.

The group will evaluate the level of interest and decide when to hold sessions, whether to serve refreshments, etc. The goal is to accommodate the needs of parishioners. (Some parishes in the diocese are considering seminars after daily or Sunday Mass, with donuts and coffee.)



- 3) Determine need and interest.** Decide if there is a need *and* interest in the parish (consider your demographics). It's a mistake to assume there is a high level of interest in estate planning if your congregation is mostly young families. Consider a Life Planning campaign and workshop if those are your demographics.
- 4) Promote the workshop early and aggressively.** Actively promote the workshop for six weeks beforehand in the parish bulletin, newsletter, on the website, social media posts, with flyers and announcement at all Masses. Send personal letters with a flyer or brochure outlining the benefits of attending about three weeks before.
- 5) Involve local professionals in the presentation.** Recruit a well-respected attorney, a local banker, a funeral planner, an insurance agent, etc. depending on the topics you want to cover.
- 6) Evaluate to make the next year's program better.** End the seminar with an opportunity for all attendees to ask questions, tell what they liked/didn't like and to suggest future seminar topics.

Lay the groundwork

- 1) Ideally, planned giving workshops/seminars can best be built as part of ongoing (year-round) education.
- 2) Consider your timing
 - a) Best times from Mid-September thru mid-December (avoid Thanksgiving week), again from mid-January to late April (depending on Easter date).
 - b) Might want to avoid May to mid-September, mid-December to mid-January.
 - c) Schedule a time when the most parishioners are present – e.g. after Mass.
 - d) Schedule Life Planning workshops for parents in the evening with childcare.
- 3) Evaluate your audience
 - a) For an estate planning workshop, target a senior group.
 - b) For a life planning workshop, target events that young parents attend.
 - c) Consider partnering with neighbor parishes, if your groups are small.

- 4) Choose the topics based on the audience. For example:
 - a) Estate/Life Planning for senior group
 - i) Planning your future
 - ii) Creating your legacy/making your wishes known
 - b) Life Planning for families with children
 - i) Protecting your family/making your wishes known
 - ii) Planning for college
 - c) Charitable Gift Planning – Seniors & others
 - i) Gifts during your lifetime—Financial Planner, Tax Accountant or Attorney
 - ii) Gifts from your estate—Financial Planner, Tax Accountant or Attorney
 - iii) Tax effective giving—Financial Planner, Tax Accountant or Attorney
- 5) Promote the workshop/seminar for at least six weeks beforehand
 - a) Bulletin announcements
 - b) Flyers
 - c) E-mail or letter invitations
 - d) Facebook posts
 - e) Tweets
 - f) Website
 - g) Announcements at Mass
- 6) Personalize invitations about three weeks before
 - a) Send personal invitations from Staff and Council members

Manage the Event

- 1) Greeters and hospitality, sign-in (based on what you need to know for follow-up)
- 2) Food and drink
- 3) Handouts
- 4) Initial presentation of about 20 minutes— e.g. PowerPoint
- 5) Optional break-out sessions. If there is enough turnout, repeat twice, otherwise offer them back-to-back for a max of 25-30 minutes each. Examples:
 - a) Wills and trusts—Attorney
 - b) Health Care Directives/Powers of Attorney—Attorney or Diocesan Office of Respect Life
 - c) Saving and investing—Banker, Financial Planner
 - d) Tax effective giving—Financial Planner, Tax Accountant or Attorney
 - e) Funeral and burial planning—Pastor and/or Funeral Director
- 6) Make time for an evaluation

Follow-up

- 1) Follow-up inquiries
- 2) Letters from Stewardship about a week later thanking for attending, encouraging questions.

Creating Interest

Bulletin Announcement Teaser Q's for Promotion

[Insert Date, Place and Time of Seminar Here]

You can use one or more of these Q's to promote reasons to attend

Have you made your Will? If not, the State of Missouri has made one for you. It just may not distribute your assets the way you would like. For starters, your property may be tied up in probate for well over a year and then distributed to your spouse and children without any consideration about how they might manage the funds. Come to our Life & Estate Planning Workshop to learn more about how to remedy the situation.

Are low returns from your fixed income investments (CD's, bonds, money market funds) affecting your income in retirement? [Not for the younger families, but maybe for grandma/pa] There is a way to convert at least part of your investments to charitable gift annuities that will benefit your parish or a ministry of the church and may triple or quadruple your return with the potential for a sizable income tax deduction (depending on your age and other circumstances). Come to our Life & Estate Planning Workshop to learn more.

Are you worried that it's too costly and complex to use an attorney to write your will or trust? Making a will or trust isn't that expensive! But, not having one may cost your family a great deal. Come to our Life & Estate Planning Workshop to learn what information you need to gather and how to make the process cost-effective.

What happens if you are incapacitated and cannot communicate the type of medical care you want? Your family and medical specialists must guess what you might want done. How can you take care of this situation more appropriately? By preparing a health care directive that states what quality of life you consider appropriate and what measures you want to be undertaken to preserve your life (surgery, feeding tube, chemotherapy, etc.) Share your wishes with your family, doctor and other people close to you. Come to our Life & Estate Planning Workshop to learn more.

You want your heirs to have an estate, not a tax bill. By using the right assets in charitable giving, particularly retirement plan assets like IRA's, 401 k's, deferred compensation plans, you can potentially cut the taxes imposed on your heirs by as much as 60 to 70%. Come to our Life & Estate Planning Workshop to learn more.



The Photo is licensed under Creative Commons CC BY

Sample Flyer



[This Photo](#) by Unknown Author is licensed under [CC BY-ND](#)

DATE & TIME

LIFE & ESTATE PLANNING WORKSHOP

How to Leave a Legacy for Your Family and Your Parish!

[Open to All Members of the Parish]

Planning for Retirement and College Savings

Wills and Trusts, Non-Probate Transfers

Health Care Directives, Powers of Attorney, Catholic Teachings

Tax Effective Giving

PARISH

Street Address
City, ST ZIP Code

Telephone

Sample Invitation Letter

Dear _____,

The Stewardship Committee cordially invites you to a free lunch and **Life Planning Seminar** (Day), (Date) in the (Place) at (Time).

This seminar is informational only. The goal for this seminar is to give families of our parish more detailed information about the financial planning and tactical issues that we face during all stages of life—hence life planning.

We buy insurance to protect our homes, autos and other possessions. What about our most important possessions, our children and our family?

The question will be answered: What will happen to my child/children if I die?

Do you as a parent want to make that decision for your child/children or do you want a court to make that decision who does not know you or your family?

Have you designated anyone to make a life decision for you about your wishes concerning medical care if you are medically unable to decide for yourself?

How do I prepare my child/children for college, 529 Savings Plan, FAFSA, scholarships?

Have you made a financial plan to direct your possessions in the manner you want them distributed? If you have a plan in place, how often should you update it?

Do you have a retirement plan, what are the rules? Do you have “long term care” insurance?

These and other questions will be discussed. This will be an interactive presentation addressing your specific stage in life. Handouts that cover these topics and more will be given out for your reference. Individuals may stay and visit about specific questions which you were unable to address in the group setting.

A detailed agenda of the seminar is attached along with a registration form.

Childcare will be provided. Please pre-register by (Day), (Date).

Register today by calling the Parish office _____, e-mail _____ or by the form.

Don't miss this opportunity for you and your family!

Sincerely,

Stewardship Committee

Suggested Workshop/Seminar Topics

Estate/Life Planning for senior group

Christian Stewardship – Pastor or Lay Leader

- a) "As each one has received a gift, use it to serve one another as good stewards of God's varied grace"
1 Peter 4:10
- b) "Profound gratitude, justice and love become the fundamental motives for giving back to God."
Stewardship, Disciples Respond, A Practical Guide for Pastoral Leaders

Planning your future – Banker, Financial Planner, Tax Accountant or Attorney

- a) Retirement planning – Financial Planner, etc.
- b) Saving and investing – Banker, Financial Planner
- c) Tax effective giving - Financial Planner, Tax Accountant or Attorney

Creating your legacy/making your wishes known - Financial Planner, Tax Accountant or Attorney

- a) Wills and trusts - Attorney
- b) Tax effective estate planning - Financial Planner, Tax Accountant or Attorney
 - i) Include charitable giving opportunities
- c) Health Care Directives/Powers of Attorney—Attorney or Diocesan Office of Respect Life
- d) Funeral and burial planning—Pastor and/or Funeral Director

Life Planning for families with children

Christian Stewardship – Pastor or Lay Leader

- a) "As each one has received a gift, use it to serve one another as good stewards of God's varied grace"
1 Peter 4:10
- b) "Profound gratitude, justice and love become the fundamental motives for giving back to God."
Stewardship, Disciples Respond, A Practical Guide for Pastoral Leaders

Protecting your family - Financial Planner, Tax Accountant or Attorney



- a) Making a will/establishing a trust- Attorney
- b) Choosing a guardian- Attorney
- c) Providing life insurance benefits – Insurance agent
- d) Establishing a living will or advance directive - Attorney

Planning for college – Banker, Financial Planner, Tax Accountant or Attorney, Counselor

- a) Saving and investing – Banker, Financial Planner
- b) Financial aid – Guidance counselor
- c) Taxes —Financial Planner, Tax Accountant or Attorney

Planned Giving Workshop/Seminar

Christian Stewardship – Pastor or Lay Leader

- a) "As each one has received a gift, use it to serve one another as good stewards of God's varied grace"
1 Peter 4:10
- b) "Profound gratitude, justice and love become the fundamental motives for giving back to God."
Stewardship, Disciples Respond, A Practical Guide for Pastoral Leaders
- c) Planned giving is the ultimate stewardship of treasure – giving back from all that we have accumulated.

Gifts during your lifetime—Financial Planner, Tax Accountant or Attorney

"...everything has its origin in God's love, everything is shaped by it, everything is directed towards it. Love is God's greatest gift to humanity, it is His promise and our hope." Caritas in Veritate" Pope Benedict XVI

a) GIFTS THE DIOCESE CAN PROCESS FOR YOUR PARISH

IRA Qualified Charitable Distributions (QCD)

If you can live without using withdrawals from your IRA, an IRA gift is one of the smartest ways to make a real impact for your parish, a ministry or the Diocese. An IRA Qualified Charitable Distribution (QCD) is excluded from taxable income so there is no need to itemize to benefit. You must be 70 1/2 years old or older and make a distribution directly from a traditional IRA to a qualified charity. You can give up to \$100,000. If you are taking your Required Minimum Distribution (age 72 beginning in 2020), the QCD can satisfy the distribution requirement. See Supplemental Information for Speakers.

Appreciated Securities Donations

Donating shares of publicly traded appreciated stock or mutual funds can be a meaningful gift for your parish, a ministry or the Diocese. The tax benefits could make it less costly than a comparable cash gift. Capital gains tax is not assessed. Plus, for a security held for more than 12 months, the fair market value of the gift is deductible if you exceed the threshold for deductions. Values up to 30% of your adjusted gross income are eligible for deduction and can be carried over for up to five years. See Supplemental Information for Speakers.

Gifts of Grain

Cash basis farmers who harvest their crops in the fall and make their plans for spring planting may find that making a charitable gift is an especially effective way to "share the harvest." The value of the contributed grain is excluded from income so there is no need to itemize to get the benefit. In many cases the donated grain lowers the income subject to self-employment tax. See Supplemental Information for Speakers.

Gifts Now & in the Future – Donor Advised Fund

FROM THE CATHOLIC COMMUNITY FOUNDATION WEBSITE

"A Donor Advised Fund provides a solution to fulfill your giving goals. Consider the advantages when compared to a traditional investment portfolio or family foundation.

b) OTHER ASSETS TO GIVE

- Paid up life insurance redeemable for cash value
- Marketable real estate
- Marketable tangible personal property

Gifts from your estate—Financial Planner, Tax Accountant or Attorney

“For we brought nothing into the world, just as we shall not be able to take anything out of it.” 1 Timothy 6:7

a) SPONSORED BY THE DIOCESE:

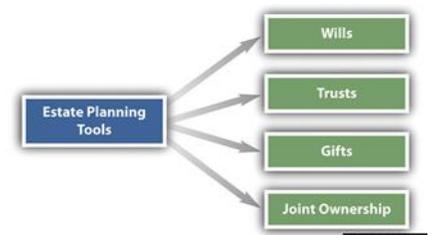
Charitable Gift Annuities

The Diocese sponsors a charitable gift annuity program for donors 65 or older willing to make a gift of at least \$5,000 that will eventually pass to a parish, school, ministry or the Diocese. In return for the gift that will pass after death, a charitable gift annuity generates fixed payments for life to you and/or someone you designate. The annuity will replace and may increase the cash flow from the assets used to fund it. See Supplemental Information for Speakers.

b) NAME BENEFICIARIES

Wills & Trusts

The most basic estate planning tools are wills and trusts. "Bequests" are established by wills and trusts. Bequests are not payable until death, so they do not affect your assets or cash flow during your lifetime. You can change the provisions of your will or a revocable trust at any time. To make a bequest you will most likely engage an estate planning attorney to make sure all legal necessities are followed. See Supplemental Information for Speakers.



Retirement Plan Assets

Very substantial sums are currently invested in retirement plans. For many people, their retirement plan may be the principal asset at the end of their life. A gift of all or a portion of your remaining assets from an IRA, 401(k), 403(b) or other retirement plan may be one of the smartest and least "expensive" ways to favor your parish, school, a ministry or the Diocese.

Inherited tax-deferred retirement plan assets create income for your heirs. Retirement plans inherited in 2020 and beyond require your heirs to zero out the account by the end of 10 years rather than over the course of their lifetime. Consult with a financial advisor for options to reduce the tax burden for your heirs. See Supplemental Information for Speakers

Life Insurance: Name your parish, a school, ministry or the Diocese as a beneficiary of your life insurance.

Tax effective giving (if not already covered) - Financial Planner, Tax Accountant or Attorney

- a) *Give assets without generating taxable income*
e.g. IRA Qualified Charitable Distributions, Gifts of Grain, Donor Advised Fund
- b) *Give appreciated assets to reduce capital gains & increase deductions*
e.g. Appreciated Securities, Donor Advised Fund
- c) *Give appreciated assets and receive income*
e.g. Charitable Gift Annuities, Charitable Remainder Trusts
- d) *Ease the tax burden on your heirs*
e.g. Remove retirement assets from your estate

Handouts

Life Planning Checklist

Please check off the tasks that you have completed. You can then focus on the unchecked items to complete your plan.

PROFESSIONAL ASSISTANCE

- I have worked with an attorney licensed in Missouri to develop/review my estate plan.
- My accountant has checked my plan for all tax implications.

WILL

- I have a valid and current Missouri will, or a will that was properly executed in another state. (If unsure of the validity of a will executed in another state, have a Missouri attorney review it.)
- If I have responsibility for minor children, the will or trust identifies who is to care for them, physically, financially and spiritually in case of my death.
- My personal representative [executor], trustees if needed, and other advisors have been chosen, meet the requirements of Missouri law and are willing to serve.
- My will includes a separate writing, listing whom I wish to receive specific personal items, or I have another list that is incorporated into my will by reference.
- I have met with my personal representative and discussed all elements of my will and the location of all my important documents.

DURABLE POWER OF ATTORNEY

- I have established a durable power of attorney that appoints an attorney in fact who will handle my financial affairs if I become incapacitated. I may have an alternate if deemed advisable by my attorney.

ADVANCE DIRECTIVE FOR HEALTH CARE

A Catholic Guide to End-of-Life Decisions for Individuals and Families includes a sample Durable Power of Attorney for Health Care incorporating provisions of a living will and a Health Care Surrogate.

Living will

- I have a living will executed according to Missouri Law.
- I have met with my personal representative, my physician, my family and any appointed agents to discuss my living will.
- Three people I trust have a copy of my living will.

Health Care Surrogate/Proxy

- I have a valid Missouri Designation of Health Care Surrogate.
- I have chosen my health care surrogate(s), made her, him or them aware of my wishes and they have accepted this responsibility.

FINANCIAL/PERSONAL ISSUES

*I have informed family members and/or my personal representative of the locations of the following:
(check all that apply)*

- All Bank Account Information
- Certificates of Deposits/ Annuities

- Health Insurance Information
- Insurance policies, names-address-phone number of agents and process to collect benefits
- All Property Deeds and/or Mortgage information
- Marriage and Birth Certificates
- Veteran's Administration Documents
- Pension Documents
- Social Security Number and latest Earnings Statement
- Pre-Paid Burial and Cemetery Documents
- I have made certain that appropriate individuals have access to all my accounts, investments and safe deposit boxes. (If there are questions, you may want to see your attorney.)
- I have given my personal representative the names and phone numbers of my pastor, accountant and attorney.
- If there is a business ownership, I have informed the affected parties of my decisions in my will regarding the business and made proper arrangements with my attorney for those decisions to be implemented.
- The beneficiaries on my insurance policies, retirement plans, IRAs, Annuities are current.
- I have informed my family and/or personal representative of my following decisions:
 - purchased my final resting place,
 - decided all my funeral arrangements, and
 - chosen readings and songs for the liturgy.

TRUSTS (IF APPLICABLE)

- I have had my attorney review all trust documents to ensure that they are up to date with the current law.
- I have fully funded my Trust
- I have a Pour-Over Will that is coordinated with my trust.
- I have chosen a successor trustee(s).

RESOURCES

Catholic Cemeteries, <http://cemeterieskcsj.org/>

Catholic Community Hospice, <https://hospice.io/care/catholic-community-hospice-kansas-city-mo/>

A Catholic Guide to End-of-Life Decisions for Individuals and Families <https://kcsjatholic.org/wp-content/uploads/04bic-Missouri-Bishops-Guide-to-End-of-Life-Decisions.pdf>

Powers of Attorney Quiz

1. An aging parent might grant to a responsible adult child power to act on the parent's behalf if the parent is disabled or incapacitated. The best means by which this might be accomplished would be:
 - a. A power of attorney, as distinguished from a durable power of attorney.
 - b. A grant of joint ownership in the parent's bank account.
 - c. A durable power of attorney authorizing the child to do anything that the aging parent might do.
 - d. None of the above; there is really no way for the parent to accomplish his/her goal.

2. To develop a durable power of attorney, one should:
 - a. Find a form on the internet and adapt it to one's own family situation.
 - b. Speak with an attorney who specializes in estate planning to discuss what powers you want to grant and who might serve as your agent.
 - c. Consider the special conditions under which the power would apply and limit the power to those conditions.
 - d. Make sure the signatures on the power of attorney form are witnessed by two Missouri residents and notarized.

3. With regard to health care and end-of-life issues, the Catholic Church teaches that:
 - a. Each and every human life is sacred, and we are called to respect and protect human life because of its inherent dignity and value.
 - b. All those who are sick may rightfully expect and be provided appropriate food, water, pain control, activity, personal hygiene and comfort care.
 - c. The suffering of illness and dying is an opportunity to find oneness with Christ and can be an instrument of redemption.
 - d. All of the above.

4. Under Catholic teaching, it would not be permissible for a severely ill cancer patient to:
 - a. Forego particularly aggressive and expensive treatment, if the patient judged the survival rate too low and the pain of the treatment too great a burden.
 - b. Intentionally allow actions that would bring about his/her death.
 - c. Consider the ordinary medical means of preserving his/her life, including nutrition and hydration, even by artificial means.
 - d. Appoint a health care agent to make life and death decisions if the patient is unable to communicate decisions him/herself.

5. Because it is not always possible to consider all medical situations, some advisers recommend:
 - a. Against using an advanced directive and instead appointing a health care decision-maker who could make all decisions that you could make while competent.
 - b. Not having any direction in writing and instead consulting in advance with one's health care professionals.
 - c. Trusting that we will never be in the situation of needing medical decisions when we are unable to communicate.
 - d. Leaving faith out of the whole equation and making decisions only based on medical and scientific facts.

Evaluation Form

1. What did you learn from the Seminar that was most beneficial to you?
 - a.

 - b.

2. What areas were not covered that you would like more information about?
 - a.

 - b.

3. Have you done a current estate plan? If not, do you feel better equipped to do so now?

4. Would you like someone from the Stewardship Committee to assist you to undertake an estate plan or to revise your current plan? If so, please indicate your contact information below.

Name(s) _____

Preferred Phone # _____

Email Address _____

5. OVERALL, THE SEMINAR WAS

Very Valuable	Somewhat	Not very	A waste of time
4	3	2	1

Other Handouts

Missouri Bishops Guide to End of Life Decisions

<https://kcsjatholic.org/office/stewardship-and-development/planned-giving/parish-planned-giving/>

Powers of Attorney (Financial & Health) Considerations

<https://kcsjatholic.org/office/stewardship-and-development/planned-giving/parish-planned-giving/>

A Parishioner's Guide to Planned Gifts

<https://kcsjatholic.org/office/stewardship-and-development/planned-giving/parish-planned-giving/>

Presenter Handouts

Supplemental Information for Speakers (included in Parishioners Guide)

IRA Qualified Charitable Distributions (QCD)

“What we do with our money is our gift to God.” St. Anthony of Padua Parish, Effingham, IL

Every time you give to your parish, a ministry or worthy cause, you are giving a gift to God. If you can live without using withdrawals from your IRA, giving from an IRA account is one of the smartest ways to make a real impact for your parish, a ministry or the Diocese.

Eligibility for an IRA Qualified Charitable Distribution (QCD)

- Although beginning in 2020, Required Minimum Distributions (RMD) do not have to be taken until you turn 72, you can still make Qualified Charitable Distributions beginning at 70 ½.
- Contributions must be made from traditional IRAs.
- Distributions must go directly from your IRA account to a qualified charity.

Tax Treatment

The tax treatment for an IRA QCD may make it possible for you to make a larger gift to your chosen ministry.

- IRA QCDs are **excluded from taxable income.**
 - **Taxpayers who do not itemize benefit most** from an IRA QCD, since they do not receive a tax benefit for charitable gifts.
- **You can give up to \$100,000 per year.**
 - **Taxpayers who’ve reached the limit for charitable giving** (usually 60% of adjusted gross income) can give more - up to the IRA limit.
- Your QCD can satisfy your **Required Minimum Distribution (RMD)**. Contact your IRA administrator about your RMD.

Withdrawals from other qualified retirement plans (e.g. 401(k)s) are treated differently. The withdrawal may be eligible for a deduction, if you can itemize, but it also creates taxable income.

How to make an IRA Qualified Charitable Distribution

If your parish prefers to process your IRA donations, please contact parish staff.

Otherwise, the Diocese processes IRA distributions as a service to our parishes and ministries.

1. Use the **IRA Request for Distribution form** link below.
2. Send the form to your IRA administrator with instructions to send the distribution to the Diocese. Please send a copy to Stewardship and Development at gray@diocesekcsj.org or Fax 816-756-5089.
3. The Diocese will send the proceeds to the parish, school, or ministry you designated on the form.
4. **Contact Stewardship and Development at (816)714-2363** if you have questions or need more information.

Please consult with your own attorney and other professional advisors regarding your personal tax and financial situation.

The donation form is available online at <https://kcsj catholic.org/office/stewardship-and-development/planned-giving/planned-giving-forms/>

Appreciated Securities Donations

“At the heart of stewardship in my own reflections and my own search for how it touches my life it has prompted me to ask that questions more than once, ‘What do I own and what owns me?’” --

Archbishop Thomas Murphy

Examining ourselves in the way Archbishop Murphy examined himself can inspire thoughts about all that we have. You may find that you have appreciated securities purchased some time ago at a much lower value that could make a meaningful impact on your parish, a ministry or the Diocese.

Tax Treatment

Donating publicly traded appreciated stock or mutual fund shares is a strategic gift-planning method. For most people, the after-tax cost is less than a cash gift.

- If held for more than 12 months and you can itemize, the **fair market value** as of the date of the gift is eligible for deduction.
- The donated value may be **deductible up to 30% of your adjusted gross income** and can be carried over for up to five years.
- Capital gains tax will not be assessed.

The IRS offers guidance to establish the value of your securities donations in Publication 561.

How to donate appreciated securities

If your parish has a brokerage account, please contact parish staff.

Otherwise, the Diocese processes securities donations as a service to parishes and ministries.

1. How your gift is processed depends upon whether you hold your securities in a brokerage account or have physical possession of the certificates. **Contact the Stewardship and Development office at (816) 714-2363 or 816-714-2346**, if you need help determining how to proceed.
2. If your securities are held electronically, fill out the **Securities Donation/DTC Transfer form** in the Appendix and send it to your brokerage. Please send a copy to Stewardship and Development at gray@diocesekcsj.org or Fax 816-756-5089.
3. The Diocese will sell your securities and send the proceeds to the parish, school or ministry you designated on the Securities Donation/DTC form.

Please consult with your own attorney and other professional advisors regarding your personal tax and financial situation.

The donation form is available online at <https://kcsjatholic.org/office/stewardship-and-development/planned-giving/planned-giving-forms/>

Gifts of Grain

“And some seed fell on rich soil and produced fruit. It came up and grew and yielded thirty, sixty, and a hundredfold.” Mark 4:8

Sharing the Harvest

Cash basis farmers who harvest crops in the fall and make plans for spring planting may find that making a charitable gift is an especially effective way to “share the harvest.”

Tax Treatment

The example below illustrates that for many farmers a gift of grain can increase the impact of their giving. The tax treatment can reduce adjusted gross income, help reduce the basis on which tax is assessed, and allow larger giving not limited to 60% of adjusted gross income. Plus, there is no need to itemize to get the benefit.

- The value of the contributed grain is **excluded from income**.
- In many cases, the donated grain lowers the income subject to self-employment tax.

	Sell the grain and donate the proceeds	Transfer ownership of the grain
Value of the Crop	\$10,000	\$10,000
Less		
15.3% Self-employment tax	\$1,530	-
15% Federal Income Tax	\$1,500	-
6% MO State Income Tax	\$600	-
Net to Charity	\$6,370	\$10,000

How to donate your grain

1. **Contact Stewardship and Development at (816)714-2363 or (816)714-2346.** We can provide the necessary forms and information for your grain elevator to directly transfer ownership to the Diocese prior to sale to ensure favorable tax treatment.
2. Fill out the Deed of Gift form in the Appendix.
3. When the grain is delivered to the elevator, give them the Deed of Gift showing our contact information, so that we can take responsibility for the ultimate sale of the grain.
4. The Diocese will receive and own the grain only until we can sell it for as high a price as possible.
5. The Diocese forwards the proceeds to the parish, school or ministry you designated in the Deed of Gift form.

As with all charity and tax planning, you should consult your own financial and legal advisers about your personal tax and financial situation—this guidance is not meant to replace your advisers who know your entire financial picture.

The donation form is available online at <https://kcsjatholic.org/office/stewardship-and-development/planned-giving/planned-giving-forms/>

Donor Advised Fund

“The sharing of gifts is a very rich and beautiful activity. It is a confident, joyful and hope-filled expression of ministry. In ministering to each other, each from the riches that he or she possesses, we work together for the full coming of God’s Kingdom.”

— Henri J.M. Nouwen

WHAT IS IT?

Opening a Donor Advised Fund (DAF) is like opening an investment account for your charitable giving. The fund is managed by a sponsoring organization, which is a 501(c)(3) tax-exempt organization.

There are three types of sponsoring organizations: community foundations like the Catholic Community Foundation, single-issue organizations, or national organizations.

HOW DOES IT WORK?

1. You donate cash or appreciated assets to a DAF and take an immediate tax deduction.
2. The charitable assets now legally belong to that DAF’s sponsoring organization.
3. The assets grow tax free.
4. You, as the donor, or other individuals you name, can become a DAF advisor (s).
 - a. The DAF advisor can recommend how the assets in the DAF are invested.
 - b. The DAF advisor can recommend grants to the nonprofits he or she wishes to support.
 - c. The sponsoring organization will conduct due diligence and, if that research shows the organizations are eligible to receive tax-deductible contributions, issue the grants to the charities.

From the Catholic Community Foundation (CCF) website

“A Donor Advised Fund provides a solution to fulfill your giving goals. Consider the advantages when compared to a traditional investment portfolio or family foundation:

- Professional and morally responsible management of investments with expert Catholic Community Foundation oversight.
- Charitable tax deductions when you contribute assets.
- Cost efficient account administration through the Catholic Community Foundation.
- Distribution requests handled by CCF staff available to assist with evaluating giving opportunities.

Create a legacy today for your parish or Catholic organizations you care about that will provide financial resources for generations to come through a professionally managed Donor Advised Fund.”

“To create an investment account please contact Jeremy Lillig by phone at (816) 714-2356, or by email at Lillig@diocesekcsj.org.”

Please consult with your own attorney and other professional advisors regarding your personal tax and financial situation.

Charitable Gift Annuity

“Now there are varieties of gifts, but the same Spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone. To each is given the manifestation of the Spirit for the common good.” 1 Corinthians 12:4-7

The Holy Spirit brought the early Church alive by giving individuals gifts that would sustain the Church. By sharing your gifts, you can keep the church alive for years to come.

Charitable Gift Annuity

The Diocese of Kansas City-St. Joseph sponsors a charitable gift annuity program for donors 65 or older willing to make a gift of at least \$5,000 that will eventually pass to a parish, school, ministry or the Diocese. In return for a gift that will pass after death, a charitable gift annuity generates fixed payments for life to you (and/or someone you designate).

The annuity will replace and may increase the cash flow from the assets used to fund it.

How does it work?

The annuity is a simple contract between you and the Diocese of Kansas City-St. Joseph. Annuity payments are a general obligation of the Diocese.

You may fund your annuity with cash or appreciated property. All property accepted to fund a gift annuity is invested by the Diocese to support annuity payments.

The amount you receive as income is determined by the amount you contribute and your age; the older you are, the higher your payment rate. Gift annuity rates are those set by the Board of the American Council of Gift Annuities. Payments are generally made quarterly.

Tax Treatment

- If you are one of the annuitants and you fund the annuity with appreciated securities, there is no upfront capital gains tax.
- Your initial contribution is eligible for a charitable tax deduction, if your tax situation allows.
- A portion of each payment is a tax-free return of your principal. If funded with appreciated securities, the taxable portion is taxed at the capital gain rates.

For more information and a personalized illustration, contact **Laura Gray**, Planned Giving Director, 816-714-2363 or gray@diocesekcsj.org. Please use the Charitable Gift Annuity Certificate Application form to request an illustration.

Please consult with your own attorney and other professional advisors regarding your personal tax and financial situation.

The donation form is available online at <https://kcsj catholic.org/office/stewardship-and-development/planned-giving/planned-giving-forms/>

Wills and Trusts

"No one shall appear before the Lord empty-handed, but each of you with as much as he can give, in proportion to the blessings which the Lord, God has bestowed on you." Deuteronomy 16:10, 16-17

When planning your estate, think about the institutions that have played a role in your life. This might be your parish, parish school, diocesan high school, or other ministry.

You helped them during your life with time, guidance, and financial assistance. You endorse their mission and believe that they will continue to make a difference for good in the world far into the future.

Bequests in a will or trust

The most basic estate planning tools are wills and trusts. "Bequests" are established by wills and trusts.

To make a bequest you will most likely engage an estate planning attorney to make sure all legal necessities are followed.

Bequests are not payable until death, so they do not affect your assets or cash flow during your lifetime. You can change the provisions of your will or a revocable trust at any time.

Charitable bequests are private. Your will is not filed or made public until your death. Trusts are never made public unless you instruct otherwise.

Frequently Asked Questions

Q What's the difference between a will and a trust?

A will is your instructions to your survivors and to the probate court about how you want your property distributed. It is a revocable, private document that only takes effect after your death.

A revocable trust -- sometimes called a living trust -- is a legal document that is always private and holds assets during your lifetime. After death, the trust transfers your assets -- or benefit from them -- to family and charity. Unlike a will, a trust must take title to assets before it can pass them to your survivors.

Q What if I already have written my will or trust?

You can amend a will or trust to make a new gift. Your attorney can prepare a simple document, called a codicil or amendment that adds a new charitable bequest while reaffirming the other terms of your will or trust.

Please consult with your own attorney and other professional advisors regarding your personal tax and financial situation.

Retirement Plan Assets

“When you hold a banquet, invite the poor, the crippled, the lame, the blind; blessed indeed will you be because of their inability to repay you. For you will be repaid at the resurrection of the righteous.” Luke 14:1,7-14

As Christian stewards, we share the responsibility of making our Church a true community of faith and a vibrant source of service to the larger community. This includes providing financial support for today’s needs and building a firm financial foundation for tomorrow.

Beneficiaries of Retirement Plan Assets

A gift of all or a portion of your remaining assets from an IRA, 401(k), 403(b) or other retirement plan may be one of the smartest and least "expensive" ways to favor your parish, school, ministry or the Diocese.

Very substantial sums are currently invested in retirement plans. For many people, their retirement plan may be the principal asset at the end of their life.

Tax Treatment

Taxable to your heirs

In addition to inheritance taxes if the balance is large (more than \$11.58 million in 2020), if retirement plan assets pass to family members other than the spouse, the heir pays income tax on the value received. If a child is in the 22% tax bracket when he/she receives retirement plan assets from a parent, then a 22% tax will be levied on the receipt of these funds.

Retirement plans inherited in 2020 and beyond require your heirs to zero out the account by the end of 10 years rather than over the course of their lifetime. Options for reducing the potential tax burden for your heirs include:

- Buy life insurance payable to the beneficiaries to replace what they would have received from your IRA (or other retirement plan).
- Designate a charitable remainder trust to receive the retirement plan assets. Your heirs receive lifetime income and the remainder goes to charity.

Tax free to your parish, school or other ministry

If your heirs are provided for, by-pass taxation completely and give your retirement plan assets directly to your parish, school or other ministry.

Most retirement fund managers provide "beneficiary designation forms" available through a website or by calling the manager of the funds. The proper legal name of your parish (_____ Catholic Church) should be listed on the beneficiary designation form with a portion or amount of the fund to be designated for the benefit of the parish or ministry.

Please consult with your own attorney and other professional advisors regarding your personal tax and financial situation.