

**UNITED METHODIST CHURCH OF CHUGIAK**  
**P.O. BOX 670909**  
**16430 OLD GLENN HIGHWAY**  
**CHUGIAK, ALASKA 99567**  
**(907) 696-2353 Fax (907) 696-2938**

**POLICY FOR GIFTS**

Proposed gifts of art and furnishings for use in the United Methodist Church of Chugiak will be reviewed by Church Council, and referred to the Board of Trustees' Interior Subcommittee for evaluation. Artists and donors should submit ideas before costly preparation and labor, using the following guidelines:

- I. A written proposal should be submitted to include:
  - a. A short narrative explaining the gift or art project.
  - b. An image, such as a photograph or a detailed colored drawing of the proposed piece, and information as to the size (height, width, depth, and weight), materials, and techniques used.
  - c. Any costs related to installation.
  - d. Approximate date for completion.
  - e. If the piece is to be created by the donor, the artist should submit at least 2 other examples of their work related to the technique to be used.
  - f. All submissions should complement the color palette of the church décor.  
Contact a member of the Interior Subcommittee for color board samples.
- II. The Interior Subcommittee of the Board of Trustees will review the proposal based on:
  - a. Artistic strength of work.
  - b. Appropriate subject matter.
  - c. Quality of work or condition of the gift.
  - d. Installation issues and maintenance involved with the upkeep and intended use of the area.
- III. The Interior Subcommittee of the Board of Trustees will recommend a site for the art piece or furnishing with input from the donor.
- IV. The Board of Trustees can recommend for the Church Council to commission work for specified areas of the church. Each commission request should have bids from at least two artists and should follow all the written proposals mentioned above.
- V. The Interior Subcommittee of the Board of Trustees will bring recommendations to Church Council for approval or denial of proposed gifts.

Approved by Church Council: August 6/09