

## Church Funds/Memorial Fund

### I. Memorial Fund

Undesignated monetary gifts given to the church in memory of an individual are placed in the Memorial Fund. The Memorial Fund Committee determines appropriate uses of memorial funds. All Memorial Fund expenditures are reported in the minutes and shared with the Congregation Council. Accumulated annual expenditures over \$10,000.00 are referred to the Congregation Council for approval.

### II. Procedure

#### A. Office Manager

The Office Manager records the name(s) of the donor(s) upon receipt of a memorial gift; the name of individual in whose memory the gift is given; the amount of gift; and the date the gift was received. The Office Manager communicates this information to the Treasurer. The Office Manager ensures that a thank you note is sent to the donor(s); that the family or next of kin of the one remembered receives an acknowledgement that a gift has been received; and that the gift is recorded in the memorial booklet. If a dedication is planned, the Office Manager notifies the family or next of kin of the date, time, and place of the planned dedication.

#### B. Treasurer

The Treasurer is responsible for maintaining financial records of the memorial funds and includes a summary of these records in the monthly financial report to the Congregation Council.

#### C. Memorial Fund Committee

Congregation Council appoints a standing Memorial Fund Committee. The committee includes at least one pastor, the Minister of Music, the Office Manager, a member of the Congregation Council and a lay person.

The Memorial Fund Committee determines the appropriate use of memorial funds. Accumulated annual expenditures over \$10,000.00 are referred to the Congregation Council for approval. The use of the memorial funds, the name of the one remembered and the amount are recorded in the committee minutes that include distribution to members of the Congregation Council.

A member of the Memorial Fund Committee consults with either the donor(s) or the nearest family member of the one remembered, as appropriate and whenever possible. Any communication between the donor(s) or family member(s) and the church is recorded and includes the date, the names of the

persons, and a brief summary of the communication. This information is communicated to the Office Manager.

III. Statement of Purpose

- A. The committee seeks to find uses for the memorial gifts that match both the mission of the church and the wishes of the family.
- B. This fund will use its principal. Therefore, these gifts are kept in readily accessible accounts.