

Memorial Gifts Policy

Date of Policy Approval: February 9, 2004

Policy Owner: Finance Committee

1. All funds donated to the church in memoriam and are undesignated will be deposited in the Endowment Fund. A plaque with the names of all benefactors of the Endowment Fund will be displayed in a prominent place in the church.
2. It will be the responsibility of the Finance Committee to solicit memorial gifts and bequests for the purpose of enlarging the Endowment Fund.
3. When memorial gifts are received, the Office Administrator will record in a log book, the donor's name and address, the name of the person for whom the memorial is given and the amount or nature of the gift. The list of donors to a memorial fund will be published in a prominent place in the Annual Report of the church. Amounts and addresses will not be published.
4. The Office Administrator will inform the Treasurer of all memorial gifts received. The Treasurer will segregate all memorial gifts from the operating fund. A line item within the Treasurer's monthly report will be created in the name of the person for whom the gifts were given. All monetary gifts will remain segregated until the next of kin notifies the church that the funds will be undesignated and can be deposited in the Endowment Fund.
5. The Office Administrator will generate thank you letters from a standard template for each donor. The letter should include the amount given. The Office Administrator will contact the Caring Committee chair to determine if the Committee wishes to compose a short statement that will personalize the thank you letter. The Board President will sign the thank you letter. A copy of the letter will be given to the Minister and one will be filed for church records/board president.
6. The Office Administrator will send a list of donors and an accounting of the total amount donated to the next of kin or other representative of the family of the deceased.
7. One month following the memorial service or receipt of the majority of gifts, the Office Administrator will send a letter, signed by the Board President, to the next of kin or family representative. This letter will seek permission to deposit any memorial funds in the name of the person for whom the gifts were given into the Endowment Fund. The letter will notify the family that if they agree to contribute the memorial funds to the endowment, their loved one's name would be added to the Endowment Fund Plaque.

8. The memorial funds will remain segregated for 90 days or until the family directs their donation to the Endowment Fund, whichever comes first. If the family communicates their desire to donate the memorial funds to the Endowment Fund, a nameplate with the name of the person for whom the funds were given, along with birth and death dates will be created and added to the Endowment Fund Plaque. The Treasurer will inform the Finance Committee chair that permission has been granted to transfer memorial funds to the Endowment Fund. The chair will request that the Office Administrator order the nameplate for the plaque from the usual source.
9. One month following the memorial service and/or the receipt of memorial funds as reported by the Treasurer to the Board, the Board President will attempt to contact the next of kin/family representative by telephone to elicit a decision regarding the use of the memorial funds. If contact with the family is unsuccessful, the Board President will direct the Treasurer to move the memorial funds into the Endowment Fund.
10. If the family makes a request to use the memorial funds for a specific purpose or wishes to give a non-monetary gift, the Board of Trustees will determine if the request or gift is appropriate based on the principles and mission of the church. If it is not appropriate, the Board will notify the Minister. The Minister will contact the next of kin/family representative to discuss the request. If the family is intransigent and will not modify their request, the Board of Trustees will vote whether to accept the gift or not.