

# **Memorial Review Committee**

All congregations receive memorial gifts from time to time. Because good stewardship practice is essential within the corporate life of the congregation, it is important to have a policy and procedures for handling memorial gifts. It is equally important that the congregation be aware of the policy and procedures.

The following material is prepared by the Memorial Committee and suggested as a guide for the memorial practices of the congregation. It is the recommendation of the Memorial Committee that this statement be adopted as a Continuing Resolution.

## **Memorial Fund Policy**

### **I. Definition:**

Memorial gifts are designated or undesignated contributions given in memory of someone.

### **II. Memorial Review Committee**

A Memorial Review Committee shall be established. The committee shall consist of from 3-5 persons with the pastor serving as an additional member. The purpose of the committee shall be:

1. to generate a list of memorial gift possibilities
2. to receive suggestions as to potential use of memorial gifts and to make recommendations to the church council.
3. to oversee that gifts are acknowledged, and notice of memorials given to the appropriate persons.

This committee shall be understood to be advisory to the church council.

### **III. Procedures**

A family or individual designates the memorial fund of the congregation to receive gifts. All memorial gifts shall be acknowledged by the congregation within ten days including a “copy” to the family of the deceased.

Where a number of memorials are received and/or the amount given is more than \$100.00, the pastor in consultation with the memorial committee shall make suggestions to the “family” for use of the memorial gifts. This consultation will take place in a timely fashion (3-4 months after the establishment of the fund.)

The memorial committee shall maintain a list of recommended memorial gifts and designations that will enhance the mission and ministry of the church beyond the range of the current budget. Alternative designations are possible with approval of the church council. A copy of the suggested memorial list is available through the memorial committee.

A recommendation shall then come before the church council from the memorial committee after the consultation with the “family”. The church council will act on the recommendation.

Where smaller and/or undesignated gifts accrue in the memorial fund, the memorial committee shall periodically make recommendations to the church council for expenditure from the fund.

When memorials have been received and “put in place”, they shall be dedicated on the festival of All Saints, or on alternate Sunday in prayer of the church.

#### IV. Policy and Practices

All assets of the Memorial Fund, including the corpus and generated interest income, shall at all times be owned by the congregation and be administered by the church council or management committee appointed by the council. The Memorial Fund shall be administered in a manner that is consistent with sound fiscal management, so as to secure a reasonable return while protecting the corpus.

While memorial gifts are intended to be of lasting value and usefulness, it is understood that the greatest value of any memorial gift is in its ability to glorify God and prosper the mission of the church. Donors must be aware that the use and continuance of any gift is impacted by the needs and challenges faced by the congregation. Furthermore, the use of memorial funds, including the purchase of any item, must be approved by the church council. The church council shall have the authority to refuse a memorial gift if the designated purpose or use of the gift is not deemed appropriate.

Memorial funds shall not normally be expended for the current operations of the congregation.

A memorial book (or other suitable record) shall be maintained by the memorial committee or their designee. Plaques, nameplates, or other forms of identification attached to memorial gifts are to be discouraged. All memorials are given first “to the Glory of God”.