

MEMORIAL FUND POLICY

The Memorial Fund Committee is a subcommittee of the Board of Trustees and its members will be recommended by the Nominating Committee. The Memorial Committee need not be members of the Trustees. The names of the members of the Memorial Committee shall be printed each year as part of the Nominating Committee's list of officers.

The Committee treasurer will maintain a record of gifts and expenditures and must report to the Church Council on a regular basis, no less frequently than once a year.

Memorial gifts shall be acknowledged in writing, when received. If it is a gift of money, another note will be written to the contributor(s) when that money has been used in purchasing the memorial(s). This will be done regardless of whether the money was designated for a specific memorial or not.

The Memorial Fund Committee should identify potential memorials that could be purchased with money given but not designated for a specific purpose. A list of those suggested memorials should be published so that the congregation is informed of potential memorials.

Memorial gifts should display the person(s) name in whose memory or honor is placed, when possible if appropriate.

If a gift cannot or will not be used for the purpose designated, the Committee **must** ask the donor about re-designation or refund.

A Memorial Gift Acknowledgement should be publicly displayed. This Acknowledgement would contain a listing of memorial gift items, persons being honored, and the donating persons or organizations.