

EMMANUEL LUTHERAN CHURCH

THE MEMORIAL FUND COMMITTEE

Approved By the Church Council

AUGUST 13, 2019

Memorial Committee Policy & Procedure

This revision supersedes and replaces all previous versions and revisions of a Policy & Procedure with this Title, Subject or Content.

1. The Memorial Committee was established as a vessel in order for donors to joyfully make a donation to the church to purchase extraordinary items for the church with the intention of adding to the existing structure and/or enhancing it.

The Mission of the Memorial Committee is to establish a means for people to donate monetary memorials, honoring loved ones, to Emmanuel Lutheran Church, knowing that their donation will further enhance the Liturgical and/or Spiritual needs of the Church.

2. The monies that are donated through the Memorial Committee must be either designated for certain project(s) or purchase(s), as stated by the donor, or undesignated, as stated by the donor. The Memorial Committee will then be the steward of undesignated funds.

3. Policy and Guidelines for the Memorial Committee

a. All donations to the Emmanuel Lutheran Church Memorial Committee that are designated for specified project(s) or purchase(s) will be utilized in the most sincere manner to complete said project(s) and/or purchase(s).

All designated project(s) and purchase(s) of the Memorial Committee will be brought in their entirety and scope before the Emmanuel Lutheran Congregation Council for approval.

After Congregation Council approval, The Memorial Committee will communicate with the designated donor(s) before making any purchases or completing any projects so that the giver(s) are fully informed of the intentions of the Memorial Committee.

b. All undesignated donations will be placed into an Undesignated Memorial Fund which the Memorial Committee will be stewards of. As stewards, the Memorial Committee will initiate purchase(s) and/or project(s) based on need and/or desire to add to the existing structure and/or enhance the existing structure. These needs and desires will originate from a list of suggested memorials, which the Memorial Committee will compose and maintain.

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All undesignated project(s) and purchase(s) of the Memorial Committee will be brought in their entirety and scope before the Emmanuel Lutheran Congregation Council for approval.

c. Undesignated funds may be borrowed to support general fund expenses should the Congregation Council determine this necessary.

d. The Memorial Committee cannot accept as memorials illiquid assets such as real estate or automobiles. Should the Memorial Committee be contacted to receive such items, the Memorial Committee will contact the Pastor and/or Congregation Council to address such requests.

The Secretary/Treasurer of the Memorial Committee will record and maintain the giver and financial records for all Memorials (Designated and Undesignated) donated to Emmanuel Lutheran Church.

e. Upon purchase, all Memorial gifts become the property of Emmanuel Lutheran Church. Thus, the church, through the direction of the church council, or through a party specified by the council, shall determine each gifts use, placement, and final disposition.

4. Recognition

Donations are acknowledged by the Memorial Committee to the donor or to the family member(s) for the person for whom the gift is donated. This is accomplished through Thank You notes that are crafted by Memorial Committee members and through recording the gift(s) in the Memorial Book, currently displayed in the church narthex. All new Memorial donations will be acknowledged in the weekly Sunday church bulletin and/or in the monthly Messenger newsletter. Memorials will not be recognized with physical and/or permanent addition, such as a plaque.

5. Communication

The Memorial Committee shall make a yearly report of its actions and expenditures to the Emmanuel Lutheran Church congregation to be published in the Emmanuel Lutheran Church Annual Report. This report will also be offered to all members of Emmanuel Lutheran Church prior to the posted annual meeting.

The Congregation Council may eliminate, or revise/modify this Policy & Procedure at any time.