# Memorial Committee Guidelines

1. The Memorial Committee together with the Church Council will oversee the receipt, acknowledgment and use of Memorial Fund money.

2. The memorial money will be placed in separate accounts, not in the general church account.

3. Any memorial money donated to the fund will not be used to pay existing church debts or routinely budgeted expenses. This would only be done at the request of the family or party making the donation, or it could also be done by a vote of a majority of the Memorial Committee and approval of the Church Council.

4. Items purchased with memorial money are given as gifts to the congregation to be used for church purposes. It is understood that the congregation reserves the right to modify, replace, or dispose of those items in the future when necessary.

5. The Memorial Committee, working through the Church Council, will periodically prepare a list of pre-approved Memorial Fund projects and their approximate cost. The pastor can share these with interested parties.

6. If a family wishes to designate memorial funds for a project not pre-approved, the gift will be accepted pending approval of that project. The selection of a different project that is mutually acceptable to the family and the congregation is another option. This will ensure that memorial projects are appropriate and will be well used.

7. Generally speaking, a designated memorial gift should pay the full cost of the project except in the case of long- term projects, or approval by the Memorial Committee and the Church Council.

8. Projects may be made to the Memorial Committee by any member of the congregation or by any member of the committee. If the projects are approved by a majority of the committee members, they will be sent to the Church Council for approval. The Church Council will do the actual implementation of the project or make arrangements for its completion.

9. Any proposals made to the Memorial Committee will indicate the proposed need for the item, the projected cost, and means of obtaining the item or implementing the project.

10. When memorial funds are received from a donor or donors, a personal letter of thanks will be sent from the secretary of the Memorial Committee. It will be the responsibility of the chairperson of the Memorial Committee to see that this procedure is carried out.

11. Memorial gifts for the year will be acknowledged in the Annual Report, unless the donor requests the donation to be kept confidential.

12. Memorial gifts will be acknowledged in the newsletter, but donor plaques and engraving will not be used, as not all gifts easily lend themselves to this type of acknowledgment.

13. An annual report will be given to the congregation at the annual meeting listing the activities of the Memorial Committee and the funds available.