

Policy 460

MEMORIAL FUND POLICY AND COMMITTEE PROCEDURES

I. POLICY

- A. Memorials are monetary and material gifts given to the congregation designated in memory of a person.
- B. The Board of First Christian Church reserves the right to accept or refuse any memorial gifts.
- C. The Senior Minister is a member of the Memorial Committee and will inform the Memorial Committee regarding current Cabinet funding priorities.
- D. The Memorials Committee is responsible to:
 - 1. Keep an active listing of suggested Memorials items which have received the prior approval of one of the Cabinets or the Board.
 - 2. Keep current a record of memorials.
 - 3. Take leadership in the receiving and distributing of Memorial Funds.
 - 4. Apprise the congregation of activity in the Memorial Funds.

II. PROCEDURES

A. Monetary Gifts:

- 1. All gifts will be directed through the Financial Secretary, where they will be added to Memorial Funds for the named person.
- 2. The Financial Secretary will notify the Church Office Manager of the gifts.
- 3. The Church Office Manager will:
 - a. Keep a record of the designated memorial, the contributor, the amount of contribution and any further designations.
 - b. Send a letter of appreciation supplied by the Senior Minister to the contributor.
 - c. Send a letter of acknowledgement supplied by the Senior Minister to the family of the person in whose name the memorial is established.
 - d. At the end of two months of the establishment of a memorial notify the Memorials Committee:
 - i. Who has contributed
 - ii. To which memorials
 - iii. Under which designations
 - iv. And the total funds received
- 4. The Memorials Committee will:
 - a. Notify the family when the fund is stabilized of the amount that has

been received.

- b. Meet with the family to discuss the distribution of funds.
- c. Make recommendation to the Finance Cabinet of the distribution of funds.

5. The Finance Cabinet will approve or reject the distribution of Memorial Funds and make the transfer to the appropriate fund. Refusal to distribute per the family's wish will be reported to the Board.

B. Material Gifts:

1. The Church Office Manager will notify the Memorials Committee of any material contributions in memory of a person.
2. If appropriate the Memorials Committee will consult with the family of the deceased before making a recommendation to the Finance Cabinet.
3. The Finance Cabinet will approve or reject gifts and report refusals to the Board.

III. CURRENT APPROVED MEMORIAL FUND ITEMS AND THEIR FUND NUMBER

- A. Books (3.42.170)
- B. Disciples House (3.42.050)
- C. Folk Musicians (3.42.190)
- D. Landscaping (3.42.030)
- E. McLean Hall Needs (3.42.070)
- F. Nursery/Preschool Needs (3.42.090)
- G. Office Equipment (3.42.130)
- H. Sanctuary Needs (3.42.110)
- I. Scholarships (3.42.150)
- J. Stained Glass Window Maintenance and Repair (3.42.010)
- K. Technology Development (3.42.210)
- L. Kitchen (3.42.230)

Additionally current designated funds such as Music, House and Grounds, Outreach, Youth, etc. can have memorials directed to them. Memorial Funds may also be added to currently approved Permanent Funds.

*Approved by the Board July 1983
Wish list for memorials added 1984
Finishing Touches of Remodel items added to list April 1996
Other approved memorials Feb 1997
Board Approved Revision Nov 2009
Fund numbers updated April 2010
Board Approved Aug 17, 2021*