

Signal Crest United Methodist Church Memorial Fund

Policies and Procedures

The Memorial Fund of Signal Crest United Methodist Church includes both Memorial and Honorary gifts.

Memorial gifts are traditionally a gift to Signal Crest in memory of a deceased person, made near the time of the person's death. The invitation to give is often included in the obituary "in lieu of flowers". Memorial gifts can take a variety of forms, including the result of the disposition of a will or estate or the recognition of an anniversary of a person's death. The funds received as memorials are deposited in the Memorial Fund and are the property of Signal Crest United Methodist Church. It is the intent of Signal Crest to use these funds to support prioritized non-budgeted needs.

Honorary gifts are made in honor of a living person, often celebrating a life event of a friend or family member. Like memorial gifts, funds received as honorary gifts are deposited in the Memorial Fund and are the property of Signal Crest United Methodist Church. It is the intent of Signal Crest to use these funds to support prioritized non-budgeted needs.

It is the preference of Signal Crest that memorial and honorary gifts be unrestricted. Ideally, these gifts will be directed to our Memorial Fund. However, these gifts may be designated for one of our limited number of designated funds.

Memorial Committee

The Memorial Committee reports to the Trustees. The minimum membership is:

Memorial Secretary- appointed by the Church Council
Voting member of the Trustees
Financial Secretary

The Memorial Committee will document all memorial gifts, process requests from ministry directors for disposition of funds, report the status of the Memorial Fund quarterly to the Trustees and periodically (at least annually) communicate the disposition of memorial funds to the congregation.

Procedure for documenting memorial gifts.

- 1) The memorial gifts are received by the Financial Secretary and the Memorial Secretary is notified.
 - a. If there is any uncertainty on the intent of the financial gift, the financial secretary with the assistance of the Pastor must resolve the issue with the donor before the check is deposited. If the donor intends for the gift to be designated for a specific use, it must be documented at the time of the donation.
 - b. In the case of a memorial gift that the donor specifically designates for a use other than one of the approved designated funds, the Financial Secretary, Pastor and the Finance Committee will have responsibility to resolve with the donor in the best interest of Signal Crest.
 - c. All undesigned memorial gifts (gifts that are not specified for one of the other designated funds) are deposited into the Memorial Fund.
 - d. Memorial Gifts that are given for a specific designated fund, other than the Memorial Fund, are documented as a memorial gift but deposited in the appropriate designated fund.
- 2) The Financial Secretary makes a copy of the check and gives the copy to the Memorial Secretary.
- 3) Contact information and the amount of the donation is recorded in the church notebook (currently in the church work room). If available, the obituary is attached to the notebook record. This record will be maintained for seven years.
- 4) A copy of the information in the notebook is kept by the Memorial Committee. The family contact information is included in this record.
- 5) A list of donor names (not including amount) is recorded in the permanent record kept in the Narthex.
- 6) A card (provided by the church) acknowledging the gift is sent by the Memorial Secretary to both the donor and to the family. Specific gift amounts are not included in the acknowledgement to the family. In case the family would like to respond to the donor, the donor's contact information is provided to the family.

Disposition of funds

The Trustees, with the approval of the Finance Committee and Church Council, have the responsibility for the disposition of the memorial funds. The Memorial Committee/Trustees will maintain a list of guidelines for suitable uses of memorial funds. Periodically (at least annually), the Trustees will advise the Church Council of memorial funds available for disposition to meet immediate needs and enhance the vision of Signal Crest.

Any ministry area can make a request for memorial funds (form attached). The completed form requesting memorial funds has to be initially approved by the appropriate ministry director. The request is then forwarded to the Memorial Committee. The Trustees, with guidance from the Memorial Committee, will consider priorities, other request for funds and develop a recommendation for disposition of the request for memorial funds. Recommendations approved by the Trustees are forwarded to the Finance Committee and then to Church Council for final approval. The Memorial Committee will ensure that memorial funds are utilized as approved.

The Memorial Committee will ensure there is a church wide communication of disposition of memorial funds.