

# MEMORIAL FUND POLICY

## FIRST PRESBYTERIAN CHURCH – HUNTSVILLE, TEXAS

### Purpose

The purpose of the Memorial Fund is to provide individuals the opportunity to honor a loved one through designated or undesignated contributions that support the ministry and mission at First Presbyterian Church, Huntsville.

### List of Gift or Memorial Recommendations

The following policy stipulates how the Memorial Fund is managed.

### Policy

1. All gifts are used in a manner that will enhance the ministry and mission of First Presbyterian.
2. Management of Fund
  1. All gifts are managed by the Memorial Committee, a committee of Nurture.
  2. The Memorial Committee is comprised of the Chairperson of the Nurture Committee, the Pastor as ex officio, and up to three members-at-large appointed by the Session. A family member of a donation may be added to the committee when deemed appropriate by the Chairperson. Members-at-large are appointed for a three-year term with the opportunity to be reappointed for a second three-year term. At the conclusion of the second three-year term, new members-at-large will be appointed by the Session.
  3. Decisions on use and disbursement of memorial funds are approved by the Memorial Committee. The Committee may consult with family members of the memorial to discern if a specific memorial is desired by the family. The Committee may request guidance from the Session if deemed necessary by the Chairperson or two persons on the Committee.
  4. The Memorial Committee, in consultation with First Presbyterian's committees, will maintain a prioritized list of current and future memorial projects with cost estimates. The prioritized list of projects is submitted to the Session for approval in January whether or not any changes have been made to the list. The prioritized list of projects is published in the Annual Report.
3. Dispensing of Gifts
  1. All memorial gifts are deposited in the Memorial Fund and maintained as a separate line item in an, interest- accruing account, if possible, until its intended use.
  2. The Church's Treasurer is responsible for administering the Memorial Fund; including signing checks, reporting receipts, expenditures, and balance of the Memorial Fund to the Session monthly and to the Congregation and Audit Committee annually.
  3. Undesignated gifts are used to fund one or more items on the prioritized list of memorial projects. The Chairperson is to sign a purchase order (P.O.) for purchase of a memorial gift.

4. Designated gifts are applied to one or more items on the prioritized list of memorial projects. If the donor desires to make a gift to a special project that is not on the prioritized list, the project is reviewed by the Memorial Committee. The Memorial Committee Chair submits a recommendation to the Session for review and approval. This submission to the Session can be done via email.
  5. Persons wishing to donate memorials are provided with the prioritized list of memorial projects.
  6. If the gift amount falls short of the amount required to fund the project, the Memorial Committee will contact the donor to seek additional funding, or recommend another item from the prioritized list, or secure additional funding from other sources or cancel the project.
  7. The orderly and expeditious expenditure of the moneys in the Memorial Fund is to be preferred over unnecessary accumulation of moneys except accumulations designated for major purchases. The Memorial Committee may purchase a specific item from the prioritized list of memorial projects, cover a budgeted expense, or deposit the money in the Memorial Fund account.
4. Communication with the Family and Donors
1. Initial communication with the family is through the pastor, who may discuss funeral arrangements, the Memorial Committee and the Memorial Fund.
  2. At an appropriate time after the funeral or memorial service, the pastor may pass the responsibility for communication to a member of the Memorial Committee, who contacts the family to ensure the funds are used according to the desires of the family and in the best interest of First Presbyterian.
  3. A card is sent to the family of the person memorialized by the Memorial Committee, informing them who made a contribution without the amount donated.
  4. An acknowledgement of a gift by donor in memory of someone is sent to the donor by the Committee with the amount contributed.
5. Recording Gifts
1. Memorial gifts are recorded through the Counters on Sunday, and the appropriate information passed to the chair of the Memorial Fund Committee.
  2. All persons who contribute gifts, and the persons or events in whose memory or honor the gift(s) have been given, are recorded in the Memorial Book or Computer Management Program.
6. Meetings: The Committee will meet as often as necessary to fulfill their duties.