

Hope Lutheran Church Nanaimo Policies

Our Mission: To live Christ's teachings and share them with others,
to nurture and strengthen spiritual growth to embody Christ in the world.

D – 003 Memorial Gift Fund Policy

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1. INTRODUCTION

This document explains Hope Lutheran Church policy on memorials.

2. PRINCIPLES

Memorials are given to the glory of God in the memory of a loved one.

3. APPLICATIONS AND PRACTICES

The choice and gift of memorials is a sensitive subject. Donors often wish to make a specific gift, which they perceive as a fitting tribute. Church councils, on the other hand, have a responsibility to rule on the suitability of the gift as an addition to the congregational fabric. The following attempts to guide both donor and recipient to a mutually satisfactory result.

3.1. Memorial items

- The Church Council shall establish, publicize and periodically review a list of items from which donors can choose.
- If a proposed gift is not listed, prospective donors are asked to review their wish with council chair and pastor.

3.2. Memorial gifts

- All Memorials given to Hope Lutheran become the property of Hope Lutheran Church.
- Any gifts of money not given for an approved item or fund shall go into a General Memorial Account from which the Church Council can draw to purchase special items for the congregation.

3.3. Memorial fund control

- Money designated for a Memorial shall not be used for any part of the general operating needs of the congregation.
- The accounting for the Memorial Funds is the responsibility of the Congregational Treasurer.

3.4. Memorial gift recognition

- Names of those memorialized and the donors, at the request of the pastor, are records in a memorial book by the congregational secretary.

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- All financial gifts are acknowledged by the Financial Secretary, see appendix I for procedure.

3.5. Other gifts

This Policy does not cover bequests, trusts, or endowments. A separate policy will be developed to cover those funds when needed.

4. REFERENCES

NW Synod of Wisconsin Resource Center (715) 833-1153 and Contributions By Hope Lutheran Church, Everly, Iowa.

Appendix I Financial gift acknowledgment Procedure

- The offering counters to identify that there is a memorial gift and marks it on the counter sheet.
- The Financial Secretary to identify the giver and the person the gift is given in memory of.
- The Financial secretary will assure that an acknowledgment and thank you note is mailed to the survivors (family). The responsibility of the mailing may be a congregational volunteer, but the information needs to be provided to that person in a reasonable time by the Financial Secretary.
- if appropriate the congregational secretary will record the gift in the memorial book.

Appendix II Memorial Board Control

- The size of the approved nameplate that can be affixed to the Memorial Board is 3 1/2" by 1 1/4" with a standard size font and will be provided by the congregation.
- Information about the Memorial Board plaques will be provided to individuals through the pastor and/or a designated congregational representative. Notices in the newsletter may be made from time to time to remind the congregation about the Memorial Board.
- The name, dates, and memorial words (quotations) to be on the nameplate will be provided by the requesting person(s).
- Once the information to be on the plaque is returned to the congregation through the pastor or a designated congregational representative, the representative will then arrange the engraving and the installation of the nameplate.
- There is no cost to individuals for the plaque. However, a voluntary donation toward any of the approved memorial gifts may be made.

The congregational representative will be designated by the Congregational Council Executive and will be asked annually if she/he wishes to continue in the Position.