

Memorial Policy Holy Spirit Lutheran Church

This document supersedes any and all previously dated documents of the same title and intent

	Required? Y or N	Date
Approved by Council	Y	4/17/2013
Approved by Congregation	N	
Approved by Synod	N	
Date Effective	-	4/17/2013

Purpose

Contributions and gifts are given to Holy Spirit Lutheran Church in order to memorialize or honor individuals or an event (Memorials), and often are intended to create a permanent memory. The following policy has been created to most effectively manage these funds.

Guidelines

1. Memorial gifts are designated or undesignated
 - a. Designated Gifts are those donations given to the Memorial Fund that the donor has decided are to be used for a specific purpose.
 - b. Undesignated Gifts are donations given to the Memorial Fund that the donor has not designated are to be used for a specific purpose.
2. All Designated gifts will be a line item in the accounts of the church.
3. A record of all memorial gifts will be maintained in a Memorial Book or Memorial Registry by the Music & Worship committee.
4. Acknowledgment of the gift will be sent to those contributing the gift and to the family or event in whose memory the gift has been given.
Acknowledgements will be sent by the Music & Worship committee within 10 days of the gift.
5. The Gifts will be used in a manner which will add value to the Church or its Ministries and may have sustained or long-term value.
6. Gifts will be managed by the Finance Committee.
7. The Finance committee will maintain a list of memorial gifts possibilities.
8. Suggestions for use of Memorial Funds can be submitted to the Finance Committee.
9. The committee will review suggestions and make a recommendation to the Church Council. The recommendation will be voted on by the council.