

Christ Lutheran Church

Memorial Policy

Revision 1

Purpose: Christ Lutheran Church (CLC) has established a Memorial Fund to honor the memory of deceased individuals by gifts to the church.

Responsibility: A Memorial Committee of the church shall be appointed by the Congregation Council. The Committee will be responsible for the maintenance of the Book of Memorials and will submit a written report detailing its activities to the Council upon request.

Policy:

Memorial Fund

1. Memorial gifts may be made at the time of death or any subsequent time. To be memorialized, it is not necessary that the individual is a member of this congregation, nor is it necessary for the donor(s) to be a member(s). The Congregation Council, however, may decline any memorial it deems inappropriate or unfeasible.
2. In the event of a contribution made to the fund after a recent death, the family of the deceased will be sent notification from the church informing them of all memorial gifts made in memory of the deceased (excluding the amount) and the donors.
3. The names of all individuals memorialized and the items purchased through the fund will be recorded in the Book of Memorials which is kept in the church office. Any designation to be placed on the memorial will be subject to approval by the Congregation Council.
4. The Memorial Fund is a restricted fund administered by the Congregation Treasurer. The Treasurer will report annually on the status of the fund.
5. The Memorial Fund may spend all principal and accrued interest except for funds subject to the time period requirement as stated in the bylaws of the constitution plus a minimum residual balance of \$500 to insure continuity of the fund.

Memorial Gifts

1. The Memorial Committee is charged with compiling a list of suitable Memorials of lasting value in various price ranges. The list of price ranges and suitable memorials must be available at all times.
2. The list of suitable Memorials must be approved by the Congregation Council each year at its January meeting regardless of any changes to the list. Memorials suggested subsequently and not on the list must be approved by the Council.
3. In selecting gifts to be purchased through the Memorial Fund, the Congregation Council shall be sensitive to, but not mandated by, suggestions or requests made by donors to the fund, or by the families of deceased individuals memorialized in the fund.

Christ Lutheran Church

4. The Congregation Council shall designate a purchasing agent(s) for Memorial gifts and approve expenditures from the Memorial Fund.
5. Whenever it is decided that a memorial will be constructed rather than purchased, the Memorial Committee will obtain at least two bids for the construction prior to acceptance by Congregation Council.
6. Once a memorial is purchased or constructed, it becomes the property of CLC. The Congregation Council, as the Board of Trustees of the congregation, assumes the responsibility for the use and care of the memorial through congregational funds unless a specific fund has been established for the care and maintenance of the memorial. The Congregation Council assumes responsibility for the archiving or proper disposal of all memorial gifts that are removed from use due to malfunction, damage, inability to repair for a reasonable amount, nonuse, or technological obsolescence. If the memorial is still useable but does not serve the mission or ministry of the congregation, the Congregation Council is directed to gift or sell the item to an organization where the item will be used to further its mission and ministry.
7. The Memorial Committee shall submit a report for inclusion in the Congregation Annual Report detailing its activities, purchases and financial records.

Revision History:

Revision 1: Approved April 9, 2013