

St. Luke's Episcopal Church Memorials Policy

In this policy, “memorials” refers to cash donations made in memory of a person who has died.

Memorials Book: A Memorials Book will be maintained by the parish secretary, in which will be inscribed the name of the donor or donors and the person in whose memory the gift is given. The Memorial Book will be kept in the church, available for inspection. A duplicate listing of names will be maintained in the church safe deposit box.

Additional tracking of gifts: The treasurer will create individual memorial accounts by name in Church Windows. This tracking system enables the rector to talk with families about the possible uses of memorials to their loved ones.

Plaques: Plaques will not be installed in or around the church honoring donors to the church, or persons in whose memory gifts are given. When special fund drives are conducted for specific purposes, a typewritten listing of the names of donors and persons in whose memory gifts are given may be displayed in an appropriate frame, omitting the amounts of gifts.

Acknowledgments:

1. From the church to the donor: The parish secretary should receive copies of all checks given as memorials along with any additional information received. The parish secretary will write a thank-you note to the donor including the amount given and the person in whose memory it was given.
2. From the church to the family of the deceased: The parish secretary will maintain a list of the names and addresses of donors who give in memory of a deceased person and provide that information in writing to the deceased's family. Specific amounts given will not be included in this information.

Expenditure of memorial funds: As parish needs arise, the rector and/or vestry may identify appropriate memorial funds to expend for those purposes. The rector and/or an appointed vestry member may speak to the family/ies of the deceased about the expenditure. The vestry is the approving authority for all expenditures of memorial gifts over \$1,000.

Unspent memorial funds: One year after the establishment of each memorial account, any unspent funds will be folded into the parish's general fund. One month prior to this time, the rector will contact the family of the deceased to discuss possible expenditures.

*Approved by the vestry August 20, 2016.
Amended by the vestry February 18, 2018*