

CONTINUING RESOLUTION
St. Luke's Lutheran Church
Sacramento, CA

Number: CR-2000-2
Title: MEMORIAL GIFTS, PROCEDURES
Board/Committee: Finance Board
Effective Date: October 17, 2000
Voided Date:

References: Constitution – C5.03(e) & (g), C12.05; Bylaws – B12.04.01(e), B13.18.08(d), Continuing Resolution – CR-2000-1, CR-2000-3.

RESOLUTION: Memorial gifts shall be administered and coordinated by the Memorial Gift Coordinator as outlined in this resolution.

Definitions:

- Memorial Gift Coordinator: The pastor(s) or a person designated by the pastor and approved by the Congregational Council, who is responsible for administering and coordinating memorial gifts.
- Memorial Gift: A gift of any type given in memory of a deceased person.

Procedures:

1. Memorial gifts shall be received, counted, and deposited by the Sunday offering counters as outlined in the current, approved counting and depositing procedures (see CR-2000-3).
2. Memorial gifts are not to be expended for general, budgetary expenses such as operating expenses.
3. Memorial gifts shall be considered as “Special Funds” and shall be accounted for as outline in the current, approved Special Fund accounting procedures (see CR-2000-1). Memorial gifts shall be accounted (income and expenditures) separately for each person being memorialized. The Special Fund Recorder shall be responsible for maintaining memorial gift records.
4. The Pastor(s) and the Memorial Gift Coordinator shall be responsible for assisting and advising families on the giving of memorial gifts.
5. Memorial gifts shall be expended according to the wishes of the family of the person being memorialized, except the Congregational Council, by specific Council action, may refuse a memorial gift.
6. A suggested list of appropriate gifts shall be maintained by the Memorial Gift Coordinator in cooperation with the Pastor(s), Congregational Council, and the various church Broads and committees.
7. The Memorial Gift Coordinator shall be responsible for ensuring that the gift designated by the family is procured and that proper payment and accounting are made for the gift. The latter shall be done in cooperation with the Special Fund Recorder.

8. Memorial gifts that are not expended within two years shall be given as benevolence to an organization designated by the Congregational Council. Prior to such action, the Pastor or Memorial Gift Coordinator shall contact the family at least twice.
9. Unless the family requests otherwise, each memorial gift shall be recorded in the official gift book of the church. The Gift Book will be on display in the church sanctuary. If the family requests, a brass strip will be made and mounted on the existing memorial plaques, providing space is available on the three existing plaques and providing the family pays the costs for the brass strip.

APPROVED:

Signature of Church Secretary (officer) Date Approved

VOIDED:

Signature of Church Secretary (officer) Date Voided