

GRACE UNITED CHURCH, Caledonia

Policy and Procedure Manual

Policy Title	MEMORIAL FUND	Policy Number	PPM-F2.1
Date of Approval by Council	April 2012		
Revision Dates	March 2013 April 15, 2015	Date of next Review	May 2027

PURPOSE:

To provide a means by which donations can be made in memory or in honour of a person or a special event where the desire is to provide a lasting legacy to Grace United Church without having a specific project in mind.

POLICY STATEMENT:

Only donations specifically marked “Memorial Fund” will be credited to the Fund.

At least once annually the Church Council will consider and may approve the use of the Memorial Fund for specific projects or expenditures that fall in line with Grace United Church’s mission, goals, and/or charitable purpose.

Such expenditures should have a lasting purpose or benefit to Grace United Church or the work of the United Church of Canada that will suitably honour the people in whose names the donations were given. Donations to the Memorial Fund will not be used for regular operating expenses.

Examples for use of Memorial Fund assets include but are not limited to:

- Refurbishing/redecorating/major repairs of spaces or rooms
- Acquiring or replacing equipment
- Music, Library, or Ministry resources
- Funding a significant special event/project of benefit to the congregation/community

Any expenditure from the Memorial Fund will be acknowledged as a “Gift from the Memorial Fund.” Acknowledgement may include public announcement and listing in the Church’s Annual Report, a suitable plaque/notation in/on an item, and/or a notation in the “In Memoriam” book.

POLICY REVIEW:

Time Frame: Every three years

Committee Responsible: Stewards

All policy revisions require Council approval.

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CROSS REFERENCES:

PPM-F1.1 *Donations*

United Church of Canada, *Financial Handbook for Congregations 2017*, Section 5.6/5.7
Restricted Funds/Memorial Funds