

Memorial Fund Policy

draft 5-17-09

1. **Purposes:** When members of the Fellowship wish to honor the deceased they are encouraged to make special donations ("gifts") to the CVUUF Memorial Fund. The purpose of this policy is to prescribe how such gifts are received, managed and dispersed.
2. **Definitions:**
 - a. Memorial Fund: A special fund made up exclusively of donations made to honor the deceased. It is expected that gifts to the Memorial Fund will be spent as soon as practicable, with only a small balance remaining in the fund for maintenance of the Fellowship's tribute to all deceased members.
 - b. Building Fund: A fund designated for paying for the mortgage and other building requirements.
 - c. Minister's Discretionary Fund: A fund designated for use as determined by the Minister with no prior approval by the Board.
3. **Requirements:**
 - a. Memorial gifts will be acknowledged promptly to both the donor and a representative of the deceased's family via a letter of thanks from the Minister, an announcement in the Fellowship newsletter and, if acceptable to the donor, an announcement sharing joys and concerns during the worship service.
 - b. Memorial gifts may be specially designated for the Building Fund, Minister's Discretionary Fund, or other fundraising efforts the Fellowship may adopt from time to time. Unless so designated, memorial gifts will be directed toward the Memorial Fund.
 - c. Non-cash donations to the Memorial Fund are accepted by the Fellowship on the same basis as those to the Building Fund (i.e., gifts of stock or property are liquidated responsibly upon receipt).
4. **Administration:**
 - a. A Memorial Fund Coordinator must be designated annually by the Stewardship Committee.
 - b. Recommendations for purchases from the Memorial Fund may be submitted by any member at any time to the Memorial Fund Coordinator. Members of the Fellowship will be invited annually to submit recommendations for the Memorial Fund list.
 - c. When memorial contributions are received the list of recommendations will be circulated to the Council of Directors by the Memorial Fund Coordinator for removal of items not currently desired.
 - d. The Memorial Fund Coordinator may consult with a representative of the deceased's family, or with a principal donor, in choosing item(s) to fund from the resulting approved list.
 - e. Items not funded will remain on the list until the next Council review. Items funded will be publicly acknowledged as having been purchased by the

Fellowship in memory of the person(s) honored by contributions to the Memorial Fund.

- f. If a donor wishes to contribute toward an item or project not on the approved Memorial Fund list, that donation would be classed as a restricted gift even if it is also intended as a memorial and would be governed by the Fellowship's restricted gifts policy. The previous sentence would only apply if the donor was not a CVUUF member and could not convince a member to add the proposed item or project to the Memorial Fund list (since any member can add to the list at any time), or if the donor's suggested use did not meet with Council approval.

5. Guidelines: