

MEMORIALS/GIFTS POLICY

Memorials are gifts to the church for the glory of God and are separate from the annual budget.

Memorials will be administered by the Memorials/Gifts team, which reports to the Finance Committee of the Session.

The Team Leader will be appointed by the Finance Committee. Two other members of the team will be selected by the Team Leader with approval from the Finance Committee. All team members will be active members of Lake Hills Presbyterian Church.

Meetings will be held as needed.

Duties:

- Maintain the Memorial Book.
- Receive memorial information from the Treasurer: donor, amount of donation, and to whom the donation is made.
- In January of each year, enter information received in Memorials Book, listed alphabetically under the name to whom donation is made, then the donor and amount of donation, keeping a running total of accounts. (Year is defined as January 1 through December 31.)
- Acknowledge each contribution with appropriate card and send information to next of kin with appropriate card. Acknowledgement should occur within 30 days of receipt of contribution. Church administrative assistant will post and mail these cards.
- Order from the printer the memorial cards and envelopes when necessary. Coleman Printing is used currently (as of 2018). Team leader places the orders. The cards are paid through Memorials/Gifts line in the budget.
- Annually, in October, the chair compiles a list of the people for whom memorials were received, along with donors. The list covers the time period of November 1 of previous year to October 31 of current year.
- In January of each year, a list of items purchased from memorials for the previous year will be presented to the Finance Committee and the congregation.
- Discuss proposal of expenditures with family member of the deceased. Present proposal to Finance Committee for expenditures of memorial funds over \$500.00. An approximate expenditure may be presented to the Finance Committee without having all figures for individual items in detail.
- The Memorials/Gifts Team shall have authorization to expend from memorial fund up to \$500.00 without approval from the Finance Committee.
- Chair attends Finance Committee meetings as needed.