

Christ Church Memorial Fund Policy

The memorial fund was established many decades ago to provide a way for individuals to give a specific item in memory of a loved one. Many items in the church bear brass memorial plaques. Memorial funds have also been used to purchase items like clergy stoles and chasubles and communion vessels.

A Memorial Fund Committee, appointed by the Rector and approved by the vestry, consists of four appointees (who serve a four-year term) and the Rector. Per the Vestry's creation of the Committee, members shall not concurrently serve on the Vestry, Endowment, or Finance Committees of the Christ Church. The committee is charged with establishing a memorial policy to be approved by the vestry. The Memorial Fund Committee will also establish a list of suggested items, ministries, or other memorials that would be acceptable gifts. This list will be reviewed annually and kept current. This committee may make recommendations to the vestry regarding the acceptance of a specific gift. And the committee is responsible for assuring that all memorial gifts are properly used and maintained.

Gifts to the memorial fund will not be used for salaries or current budget items. Rather, financial gifts to the Memorial Fund are to be used for such items as: lasting identifiable physical items benefiting the church or community, items not in the budget that will increase the effectiveness of the church's ministry, and for specific suggestions of the donor's choice. These suggestions are discussed and approved by the Memorial Fund Committee.

Memorial cash gifts are deposited in the Christ Church Memorial Fund. This fund is kept separate from other parish operating funds and administered by the Memorial Fund Committee. Expenditures will be approved by the vestry.

Memorial gifts may be termed designated or non-designated. In making a designated gift, the donor gives full ownership to the church and gives up any control over future use or disposition. When the church accepts a designated memorial gift, it agrees to use that gift in accordance with the wishes of the donor for as long as it remains consistent with the purpose and mission of the church. However, there can be no guarantee that a memorial gift will be used or maintained in perpetuity. When it is determined that the mission of the church can be better served by disposal of a memorial gift the vestry, in consultation with the Memorial Fund Committee, will make the decision as to whether the memorial is to be donated, sold, or disposed of with respect and dignity.

Gifts of tangible property to create a physical memorial in the Church or on its grounds should be in harmony with the Church and its mission. Such gifts should not create an administrative or financial burden for the Church. When appropriate, the memorial gift will be marked with a plaque or inscription recognizing the donors and/or the person remembered. The size and style of any marker will be determined by the Memorial Fund Committee with approval by the vestry.

Any gift of tangible property or designated gift will be accepted through the approval of the vestry. If the vestry deems that a legacy or designated gift is not in the best interest of Christ Church and its mission, the donor has the choice of giving the donations as undesignated, consulting with the memorial committee regarding other needs the parish may have or withdrawing the offer.

When a proposed gift would involve building alterations or additions, interior or exterior fixtures, renovations or decorations, the vestry and the Memorial Fund Committee shall review the proposal. Where the proposal is for a physical memorial or an addition or alteration to the facility, the donor will be required to provide proposed plans, drawings, photographs, or some other reasonable “visuals” to allow the vestry to determine precisely what is being propose (size, shape, colors, materials, style, text, etc.), where it would be located, how it would be constructed or installed, how construction or installation would be funded, whether there are any zoning or other legal requirements, and whether and how ongoing maintenance would be provided.

Donors are reminded that the IRS allows an individual to deduct the full fair market value of a gift in kind if it is kept by the Church and used for a tax-exempt purpose. It is the sole responsibility of the donor to determine the value of a gift in kind; the church cannot assign a value to the donated item(s).

The memorial committee, with vestry approval, shall have the power to create exceptions to these guidelines on a case-by-case basis, provided that the specific reasons and condition of the exceptions are documented; however, such exceptions are not encouraged.

Donors are asked to sign this document to assure understanding of the above policies.

Signature_____Date_____