

Policy: Memorial Funds

Passed by Mount Zion council January 22, 2019

Purpose

The purpose of the Memorial Fund is to provide individuals the opportunity to honour a loved one through designated or undesignated contributions that support the ministries and mission of Mount Zion Evangelical Lutheran Church.

1. All gifts will be used in a manner that will enhance the mission and ministries of Mount Zion.
2. All gifts are irrevocable; no gift will be returned to a donor unless the congregational council concludes that the gift was made as a result of a mistake by the donor.
3. It is not necessary that the individual being honoured is a member of the congregation, nor is it necessary that the donor be a member.
4. Memorial donations received by Mount Zion which are designated to an associated ministry, such as CLWR or Open Sesame, are transferred to that ministry within a reasonable time.
5. Memorial donations received which are designated to an existing Mount Zion ministry, such as Music on the Mount or Youth ministries, are credited to that ministry within the month received.
6. Other monetary gifts are deposited to the Memorial Fund of Mount Zion. This fund is accounted for separately as a special fund of the congregation.

Management of the Memorial Fund

1. The Memorial Fund is a special fund administered by the Congregational Treasurer. The Treasurer will report regularly on the status of the fund.
2. The Financial Secretary is responsible for ensuring that all memorial donations are acknowledged and recorded as follows:
 - a) When contributions are made to the fund after a death, the family of the deceased will be sent notification informing them of the total amount of memorial gifts made in memory of the deceased. The notification will include donor names but exclude the individual dollar amounts.
 - b) If memorial donations are made by non-members, Income Tax Receipts will be issued within a month, and the receipt and a thank-you letter will be sent to the donor.
 - c) A list will be kept for the year, showing all those honoured by a memorial donation and all projects, ministries or purchases made with memorial monies. This will be included in the congregation's annual report.

Use of funds

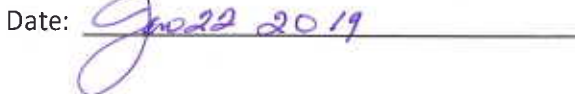
1. The Council Executive, with appropriate input, maintains a prioritized list of current and future memorial projects with cost estimates. This list is reviewed and approved by Congregational Council annually, and published in the congregational annual report.
2. In consultation with the family, donations made in honour of their loved one may be designated to an item on the list.
3. Undesignated memorial donations are used to fund one or more items on the prioritized list. Normally the Finance Committee makes a recommendation on the use and disbursement of Memorial Funds to Congregational Council for its approval.
4. Donations of objects or donations restricted for a specific item or project not on the list may be accepted, but require review and approval by Congregational Council. The Council may decline any memorial donation it deems inappropriate or unfeasible.
5. Items donated or purchased with memorial funds will not have attached nameplates or other identification of donor. All memorials are permanently identified only in the annual report.
6. All memorial funds are to be dispersed within two years of their receipt. If they are to support a long-term project, such as a building change, that project should be accounted for separately.
7. There is to be no "borrowing from" the Memorial Fund. If operating funds are needed, the congregational council can designate some undesignated memorial funds to the general ministry of the congregation.
8. The Congregation has the right to donate, sell or otherwise dispose of any memorial item that is no longer of use in its mission or ministry, or that has become a burden to maintain or repair.



 Karen Gastmeier
 President, Mount Zion Church Council



 Rita Schaus
 Secretary

Date: 

Date: 
