

# CONTINUING RESOLUTION

## CR12.05.D20. MEMORIAL AND DISCRETIONARY FUNDS

WHEREAS, persons and families should have an opportunity to give a gift to God's work through the church in memory or in honor of loved ones;

THEREFORE, BE IT RESOLVED that Trinity Evangelical Lutheran Church, Latrobe, PA (hereafter church) shall maintain both a Memorial Fund and a Discretionary Fund. The use of the Memorial Fund shall be overseen by the Special Gifts Committee; and the use of the Discretionary Fund shall be overseen by a Pastoral Committee comprised of a full time Lay Staff as approved by the Congregation Council, and all Called Pastors currently serving the Congregation. Both funds shall be spend down funds (i.e., principal and earning are to be spent) used exclusively towards the purchase of either memorial gifts to this congregation (Memorial Fund) or discretionary items (Discretionary Fund).

### I. PROCEDURES

1. A donor may, at any time, make a monetary gift to the Memorial Fund suggesting a memorial purchase from the Memorial Fund list in memory or in honor of a loved one or special event. In addition, a donor may, at any time, make a monetary gift to the Discretionary Fund.
2. The Special Gifts Committee will work with the pastor(s) and the family member(s) to ensure that the family's desires for meaningful use(s) of the memorial contributions are met.

A Pastoral Committee comprised of a Lay Staff member designated by the Congregation Council and all pastors currently serving the Congregation will ensure that meaningful use(s) of the discretionary use contributions are met.

3. The Special Gifts Committee will compile a list of memorial items needed for the work of the church. The pastor(s), standing committees of the Congregation Council, and members of this congregation may submit recommendations to the Special Gifts Committee for memorial items to be placed on the Memorial Fund list. The committee will periodically present the prioritized list to the Congregation Council for approval. Once approved by the Congregation Council, the Memorial Fund list will be kept in the church office for reference.

The pastor(s), standing committees of the Congregation Council, and members of this congregation may submit recommendations to any member of the Pastoral Committee for use of discretionary funds. There are no limitations other than prudence with respect to the use of the Discretionary Fund.

4. When adequate funds are received for a memorial item on the Memorial Fund list, the Special Gifts Committee will initiate the purchase of the item. After the purchase is made, the Treasurer will inform the Congregation Council and the Special Gifts Committee of the balance in the Memorial Fund.

When adequate funds are received for a discretionary item, a request for funds should be made of the Treasurer via a "Green Sheet" request for funds. All requests for use of discretionary funds require two signatures on the Green Sheet: the Lay Staff member of the Pastoral Committee and one of the current Pastors. Use of discretionary funds does not require a Pastoral Committee vote.

5. When a monetary gift is received, the family of the person or persons being honored will choose from the following three options:
  - a. The money may go into the Memorial Fund or the Discretionary Fund account.
  - b. The family may suggest a memorial item for purchase; designate that a memorial item from the Memorial Fund list be purchased; or let the money accrue towards the purchase of a memorial item.

- c. If a memorial item is suggested for purchase by a family or loved one that does not appear on the Memorial Fund list, it shall be presented to the Special Gifts Committee for consideration. Once the Congregation Council has moved (for or against) on the memorial item, the process stated in I.5.a. or I.5.b. above will follow.

## II. SUPPORT

1. Memorial envelopes will be made available at the church and may be made available near the guest register at the funeral home if requested by the family.
2. Individuals receiving memorial or discretionary funds will forward them immediately to the Financial Secretary including if known: the name and address of the contributor, the amount of the contribution, and the name of the person or persons to be honored.
3. The Financial Secretary will see that a response is sent to the contributor and an acknowledgement to the family that a gift has been received.
4. The Financial Secretary will record the amount received in honor of each person or persons and maintain such records along with forwarding a copy of such records to the Special Gifts Committee.
5. Once a memorial purchase has been made, it will be noted through an appropriate means including but not limited to: in a worship bulletin insert for Trinity and All Saints Sundays; in the congregation's newsletter (i.e., Trinity Triangle); and / or Annual Report of this congregation.
6. No plaque or memorial designation will be placed on the memorial item.
7. All memorials will be listed in the Book of Memorials, which shall be maintained by the church office.