

PRINCE OF PEACE LUTHERAN CHURCH
MEMORIAL COMMITTEE POLICIES AND GUIDELINES

1. Memorial Gifts may be provided or purchased for Prince of Peace Lutheran Church and its ministry, according to the following procedure:
 - a. Memorial gifts may be provided and designated in memory of any person or in honor of any person or occasion (i.e. Anniversary, Birthday, etc.) by any person or persons, whether or not they are members of Prince of Peace Lutheran Church.
 - b. Memorial Gift Committee of the Church shall be appointed by the Congregation Council and is to report directly to the Congregation Council at its monthly meeting via a report of the monthly activities of the Committee given through a written report and/or oral report given by a representative of the Committee.
 - c. The Memorial Committee is charged with drawing up a list of suitable Memorials, in all price ranges. There shall at all times be Memorial Gift suggestions available from the Committee in different price ranges.
 - d. The list of suitable Memorials must be approved by the Congregation Council each year at its January meeting regardless if changes have been made to the list or not. If any Memorial is suggested at some future time that is not on the list, it must be approved by the Congregation Council.
 - e. The Memorial Committee shall annually make a report to the congregation in the annual report of its activities, purchases and financial records.
 - f. The list of suitable Memorials shall also include providing for some specific aspects of the congregation's ministry, local or otherwise, current or benevolent, tangible or intangible, for those who may wish to provide this kind of Memorial.
 - g. The Memorial Gift Committee of the church, in conjunction with the Pastor and President of the Congregation Council will serve as purchasing agent for Memorial gifts, or where feasible, the Congregation Council may assume this responsibility.
 - h. All Memorials will be designated in the Book of Memorials. No plaques or memorial designations will be placed upon the memorial itself.
2. The Memorial Fund, was established by the Congregation Council, shall also be continued for those who prefer to provide Memorial Gifts in this manner.
 - a. The Guidelines of that Memorial Fund already in existence, as previously adopted by the Congregation Council, shall be reaffirmed, as amended (see Guidelines ' on separate sheet).
 - b. In selecting gifts to be purchased through this Memorial Fund, the Congregation Council shall be sensitive to, and give due consideration to, but not necessarily be mandated by, suggestions or requests made by donors to the Fund, and families of deceased persons memorialized in the Fund.
3. Altar Flowers, Books for the Church Library, and if needed, Hymnals, are available at all times for anyone to provide as Memorial Gifts.
4. It is hoped that in thinking about Memorial Gifts, we will not primarily pursue our own personal interests, but will think of the total, ministry of the Church and its mission and witness of the Gospel of Jesus Christ, our Lord.
5. Whenever it is decided that a memorial will be constructed rather than purchased, the Committee will seek at least two bids for the construction of the memorial before work on the memorial is permitted to begin.
6. Once a Memorial is purchased, whether through the Memorial Committee or any other means, it becomes the property of Prince of Peace Lutheran Church and the Congregation Council, as the Board of Trustees of the congregation, assumes the responsibility of the use and care of the memorial through congregational funds unless a specific fund has been established for the care and maintenance of the Memorial in question. The Congregation Council also assumes the

responsibility of either the archiving or proper disposal of all memorial gifts that are removed from use within the congregation due to malfunction, damage, inability to repair for a reasonable amount, nonuse, or if the technology of the memorial has become antiquated. If a memorial is being disposed of by the congregation, the first option should be that the item is offered back to the family of the person being memorialized, if said family exists. If the memorial is still useable, but does not serve the mission and ministry of the Congregation, the Congregation Council is directed to gift or sell the item to an organization where the item will be used to further the mission and ministry of that organization.

7. The Congregation gives permission to the Congregation Council to amend or change this policy as necessary.

Memorial Fund Guidelines

The Purpose of the Prince of Peace Lutheran Church Memorial Fund is to provide one way of enabling friends and relatives to remember departed loved ones through a gift to the Church. Such gifts may be made at the time of death, or at any subsequent time.

To be memorialized in the Memorial Fund, it is not necessary for a person to have been a member of this congregation.

In the event of a Memorial Fund contribution given to the congregation after a recent death, the family of the deceased will be sent a card from the Church informing them of each memorial gift (but not the amount), and the donor.

From the Memorial Fund, gifts of lasting value will be purchased for the Church from time to time; each gift purchased will not be in memory of any one individual, but will become a memorial to all those persons who have been remembered through this fund.

A card of appreciation will be sent to each Memorial Fund contributor.

Each expenditure from the Memorial Fund must be approved both by the pastor and the Congregation Council.

Unlike an Endowment Fund, the Memorial Fund may be used by spending most of its principal amount, together with accumulated interest. However, to ensure continuity of the Fund, there shall always be kept a residual balance of at least \$500.00 on hand.

The names of all persons remembered through the Memorial Fund will be placed in the Book of Memorials in the Church narthex. Items purchased through the Fund will also be listed there.

The Memorial Fund shall be maintained in a separate bank account by the Memorial Committee Treasurer; a brief report shall be made to the Congregation annually.

Adopted January 1973
Revised April 25, 2009