

Guidelines for the Memorial Fund at St. Matthew Episcopal Church
(approved by the Vestry, September 2010; revised March 2014)

Guidelines

1. Memorial cash gifts shall be deposited into the parish Memorial Fund. This fund will be kept separate from other parish funds and administered by the parish Treasurer.
2. Memorial gifts may be termed designated or non-designated.
3. The Vestry will have final authorization on all expenditures from the Memorial Fund.
4. Memorial items will not be recognized by signs or plaques within the church. Recognition of gifts will be listed in a Memorial Book to be displayed annually on the Feast of All Saints' at the blessing of the gift.
5. Any legacy (non-cash) gift or designated gift will be accepted through the approval of the Vestry. If the Vestry deems that the receipt of a designated or legacy gift is not in the best interest of St. Matthew and its mission, the donor has the choice of giving the donation as undesignated, consulting with the Vestry as to what other needs the parish may have, or withdrawing the offer.
6. The Vestry will be responsible for administering the purchase of memorial items from the Memorial Fund.
7. Designated or undesignated memorial gifts shall be acknowledged with a letter of thanks by the Treasurer to the donor within a month of receipt along with a notification to the family of the person or persons the memorial gift is honoring, if applicable.