

Easley First United Methodist Church Memorial Committee Policy

The Memorial Committee is a subcommittee of the Board of Trustees and consists of three church members, a liaison from the Board of Trustees, and the minister. Each member serves a term limit of three years.

Purposes

1. To receive and account for undesignated honorary and memorial monetary gifts. Gifts will be used for enhancing the aesthetic quality and worshipful atmosphere of the church buildings and grounds. Care will be taken to avoid maintenance projects or budgetary items usually handled by the Board of Trustees. Changes or additions to buildings or property must be approved by the Trustees.¹
2. To provide the deceased individual's immediate family or the honored individual(s) with a list of all donors and addresses.
3. To recommend to the Board of Trustees appropriate needs, funds, or projects for consideration as acceptable honorary and memorial opportunities. The Committee may also act on behalf of the Trustees in implementing particular honorary and memorial opportunities. Specific family requests will be given consideration. Trustees will make final decisions.²

Acknowledging Honorary and Memorial Gifts

1. All honorary and memorial gifts should be acknowledged as soon as possible after they are received.
2. A letter acknowledging the gift is sent to the family of the deceased or to the individual(s) honored. The donor's contact information is provided in the letter. Specific gift amounts are not included in the letter.
3. Letters of acknowledgment will be handled through the church office.

Recording Honorary and Memorial Gifts

1. All honorary and memorial gifts will be recorded in the *Book of Memorials*.
2. The record will include the name of the deceased individual or the individual(s) honored and the name of the donor.
3. Honorary and memorial gifts will not be recognized by signs or plaques within the church or on the item itself.
4. The Memorial Room may be opened each Sunday during worship services and on special occasions.
5. Honorary and memorial gifts will be listed monthly in the worship bulletin.
6. An annual report of how undesignated funds have been used will be provided to the congregation.

Recognition of Major Gifts

1. Major gifts, by definition, will be gifts of \$500.00 or more.
2. The Memorial Committee will determine the appropriate recognition for the Memorial Room in the bell tower.

Accepting Non-Monetary Gifts and Memorials

1. All non-monetary gifts and memorials are the sole responsibility of the Board of Trustees under the direction of the Charge Conference.³
2. A majority vote by the Trustees is required for acceptance.
3. No one person or committee other than the Board of Trustees has authority in this matter. This protects both the donor and Easley FUMC from inappropriate gifts and ill will.

¹ ¶2529.3 *The Book of Discipline* states that the Board of Trustees, under the direction of the Charge Conference, is responsible for "...the acceptance or rejection of any and all conveyances, grants, gifts, donations, legacies, bequests, or devises, absolute or in trust, for the use and benefit of the local church, and to require the administration of any such trust in accordance with the terms and provisions thereof and with the local laws appertaining thereto."

² *Ibid.*

³ *Ibid.*