

## ST. LUKE'S CHURCH MEMORIAL FUNDS POLICY

**Memorials:** The treasurer will create individual memorial fund accounts by name in the church financial software and each account's establishment date shall be when the initial deposit into the account occurs. The treasurer shall notify the Rector and the Senior Warden of the establishment of each memorial fund. The Senior Warden will be responsible for thanking donors to memorial funds. The Rector will be responsible for the liaison with a fund's family including determining if there is a specific preference for how the fund's money should be spent in lieu of the general support of St. Luke's.

**Plaques:** Plaques honoring donors to the church or persons for whom memorial funds have been established shall not be installed in or on the church or otherwise on church property except such plaques may be installed in the memorial garden subject to prior approval of the plaque and its placement location by the vestry. See the Memorial Garden Policy for guidance on the installation and location of Garden plaques.

**Unspent memorial funds:** Twelve months following the establishment of a memorial fund, unless the vestry extends the duration of the fund, any amount remaining in a fund's account at the end of the calendar year the fund's duration ends will be folded into the church's general operating account unless an authorized family member, prior to the end of such calendar year, has informed the Rector of a specific preference for the use of a remaining fund amount. If additional gifts are received after the end of a memorial fund's duration, such gifts will be used for the same purpose as that of the original fund.