

**ST. PAUL'S UNITED CHURCH  
OAKVILLE, ONTARIO**

POLICY AND PROCEDURE MANUAL

MEMORIAL COMMITTEE:

- Chair of Council
- Chair Finance
- Chair Worship
- Chair Community and Faith Formation
- Minister

APPROVED BY: Council \_\_\_\_\_

DATE APPROVED: June 2019

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**MEMORIAL FUND POLICY**

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POLICY

The Memorial Fund is used for items of an enduring nature, but not normally provided for in the church budget. Funds must be used for specific items, not maintenance expenses and/or repairs or general operating expenses.

The Memorial Committee can only make recommendations. The Church Council will make the final decision on the spending of funds. Recommendations may come from any source. When presented they must be complete with budget figures. Administration of the fund is by the Finance Committee.

Those making a donation in memoriam may designate whether the money is to go to the Memorial Fund or to the church General Operating account, or some other specific account if they wish.

This policy deals only with the money donated to the Memorial Fund, not money donated to the church general fund in memoriam.

Donations to the Memorial Fund are deposited as revenue into the general church operating funds under a separate fund, "memorial fund," which is then transferred monthly to a liability account. At the end of the calendar year, the money in the memorial fund liability account are withdrawn and deposited into a separate account at RBC.

A supply of *In Memoriam* cards is kept in the church office. A few of the cards are always on the table in the narthex and are also made available when needed at funerals and memorial services.

All donations are acknowledged in the form of a thank you letter or card on behalf of the church, within 30 days of receipt. This is administered by the Stewardship Committee.

The family of the deceased is informed of donations within 30 days of receipts.