

The Policy of Memorial Fund Ministry

The Memorial Committee is designated to manage the disbursement of memorial gifts given to Plainfield United Methodist Church. The Committee reports to the Administrative Committee. The members of the Committee are elected annually by the Church Conference upon recommendation by the committee on nomination and leadership development. The committee is composed of the chairperson; the treasurer; the secretary; the pastor; the lay leader and members at large. The members shall serve a three year term and be eligible for re-appointment. The ministry shall be conducted prayerfully so that the gifts may be used to the glory of God.

- (1) Designated gifts or undesignated gifts are the property of PUMC. The church treasurer will send a listing of all memorial fund by name and amount deposited on a monthly basis to the Memorial committee. The Financial secretary will record the monies in the counting records of the church, where they will be maintained until disbursement is requested by the Memorial committee. The church treasurer shall give monthly financial report to the Memorial Committee.
- (2) Upon receipt of memorial gifts, the financial secretary shall acknowledge the gift by sending a memorial thank you card to the donor. Also, the financial secretary will notify the family of deceased about the donation given and that a thank you card had been sent. Also, the financial Secretary will send the treasurer of the Memorial committee a list of who has given monies and in whose name and it will be done monthly with the church treasurer's financial report to Memorial Committee.
- (3) The treasurer of Memorial committee shall keep the report given monthly by the church treasurer and make a financial report at each Memorial committee meeting. The treasurer of Memorial committee shall fill out vouchers to church treasurer requesting pay out of decided projects as directed and voted by the Memorial committee.
- (4) The “co-signers” of the Memorial fund account shall be the church treasurer and the Memorial committee treasurer. Two other designated persons (one from Memorial Committee and one from Finance Committee) can co-sign when church treasurer or memorial committee treasurer is not available. Co-signers can sign the withdrawal slips from Memorial saving account.
- (5) The Administrative Council establishes the policy of Memorial fund ministry and it's amendment.
- (6) Anyone making a specific request will fill out a Memorial Request form, available from the church office, and submit the form to the Memorial committee for consideration.
- (7) Once a suitable item is purchased, recognition shall be given annually on All Saints Sunday of the purpose of dedicating the memorial(s). A letter from the church office should be sent to the families of the deceased (in whose memory the gifts have been made possible) informing them of the date and time of the dedication service.
- (8) All memorials shall be permanently entered only in the memorial book, located in the vestibule, at the entrance of the church.

(Policy adopted at Administrative Council on November 26, 2012)