

North Cape Lutheran Church

Policy and Practice #3-9: Memorial & Gift Funds

Date Accepted: _____

Date Revised: _____

Policy Statement:

North Cape Lutheran Church graciously accepts memorials and gifts on behalf of families and the community. These include unrestricted and restricted gifts. Unrestricted gifts can be used to fund the budgeted operating expenses of the church, including support for Outreach partners and activities. All Restricted gifts given for a purpose specified by the donor must be executed consistent with NCLC's vision, mission, and constitution.

Explanation of Honors, Memorials, and Restricted gifts:

- **Honors and Memorials** – Generally these are small gifts of any amount, usually given in honor or memory of a special person or life event. These gifts are accumulated and administered by the Memorials Team, which recommends use of the gifts to the Church Board for approval.
- **Temporarily Restricted Gifts** – Temporarily restricted gifts are typically given for a short-term need in the life and ministry of the church and are usually \$10,000 or more. Excess funds beyond those required to complete the request will be added to the general memorials fund and administered through the gifts and memorials process as recommended by the Memorials team annually.
- **Permanently Restricted Gifts** – The principal amount for these gifts can be permanently retained and the annual income generated is used to fund a specified purpose or request of donor . North Cape Lutheran church will execute the gift per the request of the donor to the best of its ability. These are generally large endowment-type gifts, usually in amounts greater than \$100,000. Gifts of this nature require significant effort to administer and will be submitted to the Church Board for review and approval prior to being accepted. If any gift is rejected above \$25,000 it must be brought in front of the congregation for review & approval. Any gifts of property require an environmental review prior to acceptance.
- **Outreach Gifts** – Designated congregational benevolence collections, which can be in any amount, ie: Noisy Change Offering or special services offering. They are accumulated and promptly given to the designated recipient. On occasion, special collections for disaster relief may be taken, and are handled in a similar manner. Gifts from individual members to Mission Partners or other outside groups should be made directly to that specific organization rather than to NCLC when appropriate.

Practice:

All Memorials and Gift Funds given to North Cape Lutheran Church shall become the property of the church immediately upon transfer of funding. (Families of the deceased shall no longer control the funds; however, their wishes will be executed as directed.)

- It shall be understood that memorials are given to the glory of God in memory of a loved one and to memorialize the deceased in accordance with church policy and need.
- Memorials and Gifts not aligned with NCLC mission and constitution will be returned to the donor upon board review.
- Honors and Memorials received shall not be used for any part of the general operating needs of the congregation.
- The Church Board, through recommendations by the Memorial Committee, shall establish (and periodically update) a list of items needed by the congregation that memorials can be given to, as well as Standing Funds for designated projects or ministries.
- Memorials or gifts of items not on the Board's designated list will be received only with the Church Board approval.
- Memorials or gifts not given to a specific item, Fund or purpose) shall go into a General Memorial Account from which the Memorial Team can draw upon to purchase special items aligned to North Cape Lutheran Church needs priority as approved by the Board
- Memorial funds not utilized beyond five years from date of acceptance shall be reallocated to the general memorials fund and administered through the gifts and memorial teams recommendation process.
- The accounting of the Memorial Funds shall be the responsibility of the Church Treasurer.
- A record of all major contributions given in memory or honor of a specific person shall be kept by the Memorial team. Honors, Memorials and Gifts at all levels will be acknowledged by the Memorial team in writing within 60 days of receiving the contribution. An annual update of activity is required to be provided to the church board as requested.
- The Memorial team with Pastoral support will administer the Memorial & Gift Program, review policy and advise potential contributors.
- This Policy covers Will's, Trust or Estate (Endowment) gifts received by the congregation under the permanent restricted fund designation.

Fund Raisers

Special gifts and fund raising activities created to support completion of a Memorial or Honor request require Church Board approval prior to the activity taking place. The request must be documented using the Fund Raising Request form .

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Memorials & Gifts Contribution Election Form

Date: _____

Proposed Contribution \$ _____

In Memorial or Honor of:

Type of Contribution

Honor/Memorial

Temporary Restricted

Permanently Restricted

Current Prioritized needs of North Cape Lutheran Church:

- 1) Parking Lot Reconstruction
- 2) Flooring, Carpeting
- 3) Sound System

Proposed Contributors wishes for contribution:

Timeline expected of spending and completion of donor wishes?

Cluster/Committee Impacted: _____

Signature of Contributor or on behalf of:

Memorial Team Signature

Date

Amount Paid \$ _____ Check Number# _____

Board Approved (If Required) Date: _____