



Minetto United Methodist Church
PO Box 217
Minetto, New York 13115-0217

Rev. Chuck Forbes, Pastor

April 30, 2014

Policies & Procedures for Handling Memorial Funds

Altar & Memorials Committee

Counters

1. Receive and count memorial contributions and record on tally sheet in designated column.
2. Retain mailing envelopes and any accompanying correspondence and give them to the Financial Secretary along with the funds.

Financial Secretary

3. Give to Altar and Memorials Committee chairperson (Mary Cipra):
 - a. Copy of check or other document showing amount of gift
 - b. Copy of mailing envelope and any accompanying correspondence, especially any specifications about the use of the gift.

Altar & Memorials Committee Chairperson

4. Consult with the pastor if there is any question about the acceptability of the memorial gift.
5. The Administrative Council or Church Conference should settle issues of doubtful acceptability.
6. Notify Corresponding Secretary (Jean Kingsley) to proceed with notifications if there is no question about the acceptability of the gift.

Corresponding Secretary

7. Upon authorization from the Altar & Memorials Committee Chairperson:
 - a. Send thanks and acknowledgement, indicating amount of gift, to donor.
 - b. Send notification to next of kin of person being memorialized that a memorial gift (amount unspecified) has been given and provide name and address of donor.

Procedures for Expending Memorial Funds

8. Donors' wishes must always be followed if their gift is accepted.
9. Use of designated funds should be made in a timely manner. Donor should be kept informed if action must be delayed.
10. Anyone may propose an expenditure of memorial funds. Proposals should be given to the Altar & Memorials Committee Chairperson.
11. Chairperson consults with Treasurer to determine that appropriate funds are available for the proposed purpose.
12. Chairperson convenes a meeting of the Altar & Memorials Committee, including the Pastor to discuss the proposed expenditure, making sure it conforms to the donor's wishes, if any, and decide whether or not to approve the expenditure.
13. Chairperson submits the proposed expenditure to the Finance & Stewardship Committee for review and to the Administrative Council for final approval.
14. Chairperson shall oversee the execution of approved purchases and related matters.

Approved by Finance & Stewardship Committee, March 19, 2014

Approved by Administrative Council, April 30, 2014