

SJP II MEMORIAL / HONORARY FUND STATEMENT

Adopted by Finance Committee on 12/22/15

(Revision 7)

The purpose of the SJP II Memorial Fund is to provide individuals the opportunity to honor a loved one or occasion (celebrate a birth, a life, birthday, anniversary, special occasion or give thanks) through designated or undesignated contributions that support the ministries of SJP II Parish. All gifts are used in a manner that will enhance SJP II Parish worship, missions or buildings.

Fund Management

All gifts are managed by the Finance Committee (FC), the Parish Financial Manager and Secretary.

Decisions on use and disbursement of memorial funds are recommended with a motion by the FC and approved by the Pastor.

The FC in consultation with the Pastor maintains a prioritized list of current and future memorial projects. The prioritized list of approved projects is available on the website and from the Office. **Note: Initiatives / projects exceeding \$15,000 are contingent upon approval from the Diocese.**

Dispensing of Gifts

Donations of \$500 and less will be recorded as "In Memory of" and deposited in the general operating account of the Parish. Memorial gifts greater than \$500 will be deposited in the Memorial Fund account along with those less than \$500 if specifically earmarked for a particular project noted on the "SJP II Parish Gift" donor form.

Parish secretary is responsible for maintaining records of the Project List, receipts, expenditures and balance of the memorial fund and reporting to the FC monthly.

Undesignated gifts will be unrestricted and can be used to fund one or more items on the prioritized list of memorial projects or maintained as unrestricted.

Unrestricted gifts may be used for Parish operating costs.

Designated gifts are applied to one or more items on the prioritized list of memorial projects as requested.

If a fund balance exists after the project for a specific building has been completed funds will be designated as unrestricted for the designated church building fund.

Communication with the Family and Donors

Initial communication with the family is through the Pastor, who may discuss funeral arrangements and the memorial fund. Memorial Gift forms will also be made available at the local funeral home(s).

The "SJP II Parish Gift" donor form which lists the project options is presented, discussed and completed by the appropriate family member.

A card is sent to the family of the person memorialized by the Pastor or his or her designee informing them who made a contribution without the amount donated noted.

An acknowledgement of a gift by donor in memory of someone is sent to the donor by the pastor with the amount contributed. The acknowledgement will state that "no goods or services for the donation were exchanged" or will otherwise state if there was.

Acknowledgement of all gifts is made in the bulletin. In Honor of or In Memory of will be included unless requested anonymous.

Recording Gifts

Memorial gifts are recorded and the appropriate information passed to the chair of the FC and the Pastor.

All persons who contribute gifts and the persons or events in whose memory or honor the gift(s) have been given are recorded in the parish accounting system.