

American Lutheran Church **Memorials Policy**

INTRODUCTION

The American Lutheran Church (ALC) welcomes and respects the contribution of funds in memorial. The following stipulations allow ALC to properly honor families and the individuals being memorialized, while also allowing ALC to meet the explicit obligation to responsibly spend memorial contributions in the spirit and intent with which they were given.

DEFINITIONS

Designated Memorial Contributions - Those monies given in memorial and designated for a suggested and established fund or other purpose approved by the church council.

Undesignated Memorial Contributions - Those monies freely given in memorial without designation to be spent at the Church Council's discretion and according to the needs of the congregation.

CONTRIBUTIONS

-All contributions must be made free and clear with no encumbrances, conditions, or limitations attached by the contributor or contributing family.

-Contributions will not be accepted as designated unless a suggested and established fund or other purpose approved by the church council is specified.

-Contributions received without explicit designation instructions shall be defined as undesignated.

-Contributions, specified and unspecified, may only be used to purchase tangible objects (i.e. library volumes, paraments, equipment, furniture, etc.) as found in suggested and established funds or as approved by the church council.

-Contributions will not be recognized by the public display of plaques or engraving, or the official renaming of facilities, buildings, or rooms.

SUGGESTED AND ESTABLISHED FUNDS

- Choir & Music Fund
- Equipment Fund
- Furniture Fund
- Library Fund
- Military Flags Fund
- Paraments Fund

PROCESS

Recognizing the emotional and physical distress surrounding the death of a loved one and funeral service preparation, Pastors and/or staff shall sensitively address the need to properly designate, or leave undesignated, memorial contributions at the earliest appropriate opportunity.

EXPENDITURES

-Designated memorial contributions shall be transferred to designated funds and/or expended for approved purpose in a timely manner.

-Undesignated memorial contributions may be spent at the Church Council's discretion and according to the needs of the congregation following a two year (24 month) discretionary period beginning January 1st of the year ALC received said contributions.

-The financial secretary and treasurer shall report undesignated contributions after their discretionary period that require disbursement when the total amount exceeds \$500.00.