

## American Lutheran Church Memorials Policy

### **POLICY**

It is the policy of the American Lutheran Church that money donated for a memorial or to honor someone will be designated to one or more of the following areas:

1. Worship
2. Education
3. Building and grounds
4. ALC Foundation

A donation may specify one or more of the above areas. If a donation is for a specific item included in one or more of the above areas, there will be a one-year period for the specific donation to be used for the specific item, otherwise, the funds will revert to the general fund, unless the Council approves an extension. All memorial fund expenditures require Council approval.

### **PROCESS**

1. A coordinator of memorial funds is appointed by the Council to work with the treasurer to oversee and track memorial donations.
2. Donations are received in honor or memory of someone. The funds may be designated by the giver to one or more of the four areas listed in the policy. Undesignated donations will be assigned by the Church Council.
3. The memorial coordinator sends a letter to the donor thanking them for the donation and includes a copy of this policy.
4. Funds are expended as provided by Council pre-approval.
5. Funds unexpended after one year revert to the General Fund unless the Council approves an extension.
6. All memorial fund activity is reported monthly in the church newsletter and Sunday bulletin.

Adopted by Council  
April 11, 2006  
Effective: June 1, 2006