

**Honorarium/Memorial Gift Policy**  
**Culpeper United Methodist Church**  
**Culpeper, Virginia**

Memorial Gift Policy

- I. A memorial gift is a donation given to Culpeper United Methodist Church (CUMC) in memory of, or in honor of, an individual or individuals as designated by the donor(s). These gifts are usually monetary but can be items presented to CUMC and pre-approved by the Memorial Committee. Such items should be fully funded by the donors and should not require any additional funding.
  
- II. While it is preferable to have memorial funds received as “undesigned”, this may not always be the preference of the family of the person memorialized. Six categories have been established which may provide a wider choice for the use of memorial funds. Other categories may be established as needed. Present categories are:
  1. Building Fund
  2. Education
  3. Music
  4. Landscaping and Grounds
  5. Altar/Worship
  6. Furnishings

Funds directed to any of the six categories will be considered as undesigned within that category and may be combined with other funds in the same category to pay for an approved project if needed.
  
- III. Every memorial gift will be acknowledged. The church office will send an appropriate letter to the donor. The family of a person memorialized will be given a list of donors and their addresses.
  
- IV. All donations to memorial funds will be recorded in the CUMC accounting system with individual memorial accounts entered separately. A listing of all funds will be available as requested.
  
- V. A “Wish List” of appropriate memorial items, with estimated cost, will be kept by the Memorial Committee to serve as a guide for the use of memorial funds. This list will be updated periodically. Memorial gifts are not limited to these items on the list; however, the Memorial Committee must approve additional items.
  
- VI. Acceptance of a gift does not imply that the church will assume the responsibility for replacement or upkeep of gifts in perpetuity.

- VII. A book of memorials shall be maintained with all items being recorded along with the name of the person in whose honor or memory the gift was given. There shall be no memorial plaques in our church or educational building. In lieu thereof, a suitably inscribed book called The Book of Gold shall list all memorials and will be kept in the Narthex. The Book of Gold contains the following sections:
- a. Our Heritage - listing memorial windows of our church on Davis Street.
  - b. Names of all original contributors to our Oaklawn Church and Educational Building.
  - c. Memorials and special gifts:
    1. Wills shall be listed three (3) to a page.
    2. Perpetual memorials one (1) name to a page.
    3. Memorial donations listed in book, several names to a page - - only the person memorialized shall be listed.
- VIII. Funds may be donated for the purchase of hymnals or Bibles as a “memorial” or “in honor of”. Acknowledgment will be by bookplates, but not a listing in The Book of Gold.
- IX. The Memorial Committee shall be made up of at least four members nominated by the Lay Leadership Committee. In addition, the Senior Pastor, the Administrative Assistant, Lay Leader and the Chairperson of the Policy Committee will serve as ex-officio members.
- X. The Memorial Committee will be responsible for the following:
  1. Maintain a “Wish List” of appropriate memorial gifts and their approximate cost.
  2. Approve all memorial items prior to their acquisition.
  3. Communicate with the church membership via the church newsletter and/or Sunday bulletin.
  4. Meet at least once each quarter and be subject to called meetings.
  5. Keep minutes of all meetings and maintain a file of pertinent information.
  6. Update policy as necessary to best serve the church and the interests of all concerned.
- XI. Reports. The Administrative Assistant will prepare a quarterly report for the Committee, to include but not limited to, each memorial, the correspondence dates, and the total dollars received for each memorial. This report will make the Committee aware of the funds available and/or needed for any specific item included on the “Wish List”.

Approved by Church Council August 21, 2003