

RUMC MEMORIAL FUND

The purpose of the Memorial Fund is to provide individuals the opportunity to honor a loved one through designated or undesignated contributions to support the ministries of the Rush United Methodist Church.

Procedure:

1. The Memorial Committee manages all gifts given as Memorials.
2. The Memorial Committee is comprised of the Chair of the Finance Committee, the Administrative Assistant, the Chair of the Leadership Ministry Team, the Senior Pastor and two members at large appointed by the Leadership Ministry Team.
3. The chairperson of the Memorial Committee and/or the Senior Pastor consults with family members to determine where the funds will be used. Once this determination is made the funds are expended.
4. The Memorial committee maintains a prioritized List of current and future memorial projects with cost estimates.
5. Any amount in excess of three thousand dollars (\$3,000.00) of the total at the end of the fiscal year shall be transferred into the Endowment Fund.
6. Memorial funds are received by the Administrative Assistant and placed in a checking account.
7. All Memorial donations are dispersed within twelve months of receipt.
8. The tellers record all Memorial gifts. The Administrative Assistant passes to the chair of the Memorial Fund and to the Pastor appropriate information.
9. 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 church management system.

Communications with the Family and Donors.

1. Initial communications with the family is through the pastor.
2. A card is sent to the family memorialized by the pastor.
3. Acknowledgement of the gift is sent to the donor with the amount contributed.

01/13/2020