MEMORIALS AT UNIVERSITY HEIGHTS

This document details the handling and use of donations given in memory of deceased UHUMC members and constituents.

* As per the United Methodist Book of Discipline, gifts should be used for something substantial/enduring that the church has identified as a need. As per Discipline, gifts should not remain in the memorial fund for lengthy periods of time as this may discourage giving.
* Memorial gifts are often solicited by the family. However, church members should be made aware that gifts to the memorial fund in anyone’s memory are welcomed at any time.
* If the funeral home does not provide memorial envelopes, the church is able to provide envelopes for this purpose.
* When memorial gifts are received by the Church, as per the Book of Discipline, they are to be acknowledged promptly, notifying the appropriate representative of the family of the descendant. Due to the rising cost of postage, if a family member utilizes email, there will be **immediate** email notification for six weeks of any gifts given. After six weeks a listing of all donors will be printed and postal-mailed to the representative of the descendant’s family. These notifications include the name of the donor but do not include the amount given. If gifts are given after six weeks, postal mail will need to be utilized for these subsequent gifts.
* An acknowledgement of the donation should be sent to all donors at the time it is received. This receipt does include the amount so as to provide a record for taxes.
* A sub-committee of pastor, business manager, and one other church member will meet once per year to make recommendations and to announce that church members may recommend a memorial project for consideration in the month prior to the meeting date. The recommendation of the sub-committee would be referred to the Governing Board for final approval and implementation.