



First Church in Cambridge, Congregational, United Church of Christ

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### **POLICY FOR MEMORIAL GIFTS TO THE CHURCH**

First Church in Cambridge, Congregational, United Church of Christ has established The Memorial Gifts Fund for the purpose of accepting and holding, for a short term, undesignated memorial gifts to the church. These gifts may be received by bequest or from the family or friends of someone who has died.

It is suggested that memorial gifts be made without designation for a specific use. For example, "In memory of \_\_\_\_\_", without additional designation.

If the donor of a memorial gift wishes to make a gift that is restricted in purpose or time, the regular church policies for such gifts will apply.

#### *Acknowledgements*

- The Treasurer's Office will record gifts and send an acknowledgement of the contribution for tax purposes, usually in January for the preceding year.
- The Stewardship Committee will send an acknowledgement of the memorial gifts to the donor and a list of donors (without amounts) to the family of those memorialized.

#### *Use of funds*

- The Stewardship Committee will receive and act on requests for expenditures, usually for capital, equipment, furnishings, or other identifiable purposes such as lighting the tower for a month, or the purchase of an anthem for the choir.
- If a proposed expense is more than \$5,000, the approval of the Executive Council shall be required.
- If a proposed expense more than \$40,000, the approval of the congregation shall be required.

#### *Reporting*

- A list of the gifts will be kept in ServantKeeper and QuickBooks, with periodic updates published in the *Event*, and a summary report included in the Annual Report.

*Approved by Executive Council, 23 September 2013*

*Approved by the congregation, 3 November 2013*