



Memorial and Honor Gift Policy

Salem UMC is very grateful for all gifts received in Memorial or in Honor of someone. This document outlines the policies related to those gifts.

Overview

Memorial and Honor Gifts are managed by a combination of the Leadership Board, Treasurer, and Administrative Assistant. The Leadership Board reserves the right to accept or refuse any gift. All tangible memorial or honor gifts must be approved by the Leadership Board (or Charge Conference).

- **Memorial Gifts** are funds or items given to the church in memory of a person who has died.
- **Honor Gifts** are funds or items given to the church in honor of a person still living.
- An effort will always be made to respect the donor's wishes, but the gift must be in harmony with the mission, vision, and theology of the church and the architecture of the facility or church property.
- Anyone in a leadership role who is approached by someone wishing more information regarding a memorial or honor gift should refer the person to the Pastor or Administrative Assistant, who will provide them with a copy of this policy and address any initial questions they may have.

Types of Gifts

- **Physical Gifts** – A giver can coordinate with the Leadership Board, in conjunction with the Pastor, if they would like to give or arrange for the purchase of a physical item to the church. The Leadership Board and Pastor will make their best effort to keep a list on hand of suggested Memorial or Honor gift ideas for physical items. The list (available in the church office) should include items that are costly (e.g. new computer systems or sound equipment) as well as smaller items (e.g. Bibles for classrooms). Program gifts can also be included in this list (e.g. support for Vacation Bible School, Youth Ministry, or specific Mission projects).
- **Monetary Gifts** – A giver should coordinate with the Leadership Board, in conjunction with the Pastor, if they would like to designate their gift for a specific purpose. Because the church is required to use the gifts for the intent they were given, this coordination prior to giving is important.
- **Large Bequests** – If a gift requires a legal instrument, it must be brought before the Charge/Church Conference for approval prior to receipt. Large Bequests should be discussed with the giver to see if there is an interest in it being designated as an Endowment and invested for perpetual use.

Acknowledgement of Gifts

- The Administrative Assistant will send 'thank you' cards or letters for memorial gifts given when possible.
- The Administrative Assistant will enter all pertinent information regarding the gift in the Memorial Book, which will be located in the Library and will also document all gifts electronically in the church computer system.
- The placement of a plaque, photo, or any other type of personal recognition is not allowed on gifts, in the church, or on church property.
- Annually, on or near November 1st All Saints Day, the church will recognize any tangible gifts from the past year.
- The Leadership Board may also determine other specific recognition if they choose (e.g. thank you article in the church newsletter).