



St. Michael and All Angels

Cambridge Junction, Michigan

Memorial Policies and Procedures

- Criteria:** When designated or undesignated money is given to St. Michael & All Angels in memory of a deceased individual it will be designated as a Memorial.
- Committee:** The Memorial Committee shall be no more than 5 current members of St. Michael & All Angels. Committee Members shall be annually appointed by the Vestry and be confirmed by the membership at the Annual Meeting.
- Treasurer:** The Treasurer will track all Memorials by whom the gift was given for. The Treasurer will provide an accounting of all Memorials to the Memorial Committee when requested.
- Records:** Each year the memorial committee will receive the names of members of St. Michael and All Angels who have died and in whose memory loved ones have given memorial gifts. Special prayers will be offered for all the departed at the Annual Meeting or All Saints' Day. The date and use of each memorial expenditure will be entered in the Book of Remembrance.

Designated Memorials

Memorials can be given to a specific place or for a specific item if the deceased has made a request in their will or members of the deceased family makes the request.

After all of the Memorials for the deceased individual have been received, the Memorial Committee will bring the request to the Vestry for funds disbursement.

If the Memorial is for a specific item to be purchased for the church and the funds received do not cover the cost of the item, the Vestry can vote to make up the difference out of another account or place the received funds into an account that most closely represents the deceased's request. The Vestry, with the help of the Memorial Committee and the Ministry Support Team, will make every effort possible to consult the family to make sure the funds go to what most closely represents the deceased's request.

If the Memorial is for a specific item to be purchased for the church and the funds received exceeds the amount of the item, then the Vestry will authorize the purchase and all additional funds will be placed in the Mission account.

Undesignated Memorials

All undesignated Memorials under \$100.00 will be placed in the Mission account.

All undesignated Memorials \$100.00 to \$5000.00: \$100.00 or 10%, which ever is more, will be placed in the Mission account and the balance will be at the discretion of the Vestry.

All undesignated Memorials more than \$5000.00: 10% will be placed in the Mission account and the balance will be at the discretion of the Vestry. The Memorial committee can recommend or the Vestry can place Memorials of more than \$5000.00 in some type of investment for return (savings account, insured investment etc.)

All Memorial funds must be disbursed no more that 1 year after the Memorial is created.

Approved By the Vestry on June 18, 2009
MLC