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## Memorial Gift Policy

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Salem Lutheran Church institutes a memorial gift policy effective February 1, 2008 for the following reasons:

- To be better stewards of the resources entrusted to Salem
- To honor the memory of individuals in whose name memorial funds are given
- To use funds in a timely manner

Upon receipt of memorial or bequest gifts, the funds will be properly recorded by the church Treasurer. That person will notify the Financial Secretary, who in turn will contact the family representative; and within 60 days:

- Send them an acknowledgement letter describing three options available to classify the gift:
  - College Scholarship Fund. A recipient to be select by the scholarship committee.
  - Facility Improvement Fund. (Durable items to enhance or expand Sale's physical property.) The council may select the project.
  - Salem Ministry Fund. (Items used to enhance or expand Salem's various ministry programs.) The council may select the area of need.
- The family representative will have up to three months from the date of the letter to inform the church of their choice for the memorial. If nothing is communicated during the three month period, at the conclusion, the memorial funds will be designated to the Salem Ministry Fund by default.

Upon finalization of the gift usage/council decision, the Stewardship Team will be notified, whereupon a Stewardship Team representative will send an informational letter to the family representative as to how the gift/funds were utilized. In addition, the letter should specifically include a statement **thanking** them for the gift that will help continue the work of our **Lord**.