

St Paul's United Church 62 Peter St N. Orillia, ON L3V 4Z1	POLICY F-3	Page 1 of 1
Subject: In Memoriam Donations		Date Effective: on approval Date Reviewed: Date Revised: June 10, 2021
Issued by: Finance Committee		Approved by: Leadership Team

PURPOSE:

In Memoriam donations are an important way in which we recognize the contribution of deceased relatives, friends and members of the community. They offer support to the family of the deceased. In addition, they support the ongoing work of the church. It is important that St Paul's appropriately recognize these donations and inform the family of the deceased of the donation.

POLICY:

Donations that are made in memory of a person must be tracked in the financial records of the church. St Paul's policy is to recognize the donor for their support of St Paul's and to notify the family of the deceased of the donation.

SCOPE:

PROCEDURE:

All donations will be entered into an In Memoriam account and a list of the donors maintained by finance. This will include all donations, whether received by cheque, cash, e-transfer or Canada Helps.

Donation cards are available for the donor to complete and submit with their donation. The card identifies the donor and provides contact information for the donor. Any specific designation for the donation can be noted as well. The card has two components that can then be separated. One part is to be forwarded to the family of the deceased. The second portion of the card is forwarded to the minister and/or stewardship committee in order to generate a thank you card or email to the donor. The donation is forwarded to finance for deposit and recording in the church's' records.

The list of all donations is forwarded from finance to office staff to add donor contact information if required. In cases where the donor hasn't completed a donation card, the donation card can be completed by office staff if the information is known, and the steps outlined above followed.

It is expected that the above steps will be completed within 1 month of receiving the donation.

Responsibility:

Office Administrator

Equipment:

Method:

St Paul's United Church 62 Peter St N. Orillia, ON L3V 4Z1	POLICY F-3	Page 2 of 2
Subject: In Memoriam Donations	Date Effective: on approval Date Reviewed: Date Revised: June 10, 2021	
Issued by: Finance Committee	Approved by: Leadership Team	

Special Considerations:

Associated Documents:

References: