

Proposed Memorial Fund

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May 2010

Purpose

The establishment of a Permanent PCUUC Memorial Fund would provide an opportunity for members/friends to make a donation in memory of a loved one indicating a specific focus in which to direct money collected.

History

Recognition of the death of members/friends loved ones to date involved:

- Providing a memorial service (as per family request)
- Acknowledging a loss in the newsletter and Joys & Sorrows segment of regular Sunday service
- Donating money, flowers or food for memorial service
- Monetary donations included: agencies as declared by family; ½ or entire collection plate or individual memorial funds established by the family

Justification

While acknowledging the uniqueness of each passing, many deaths quietly remain 'out of sight'. This is especially true when relatives and friends of members pass away. Having a general Memorial Fund into which contributions can be made would facilitate honoring these individuals.

Procedures

Draft 1

Family contacts PCUUC Treasurer to set up fund and to determine how to transfer money from the fund to a committee or individual who receives the money as per donors wishes.

- Donor contacts member of Caring Committee with Memorial Fund request
- Caring Com. asks donor who is to be honored and how money is to be spent. Some suggestions: worship speaker, R.E. program, music program, flowers, building, general unrestricted, etc.
- Caring Committee asks donor to include a letter sent to PCUUC stating donation is to be Memorial Fund in Memory of _____ for _____.

Along with the letter, check should be made out to PCUUC with subject indicated as 'memorial fund-worship' or 'unrestricted', etc.

- Caring committee informs treasurer and appropriate committee or individual of bequest and how to spend.
- Appropriate committee or individual informs donor of what has been done along with a thank you note.
- Note is made in Memorial Book (Caring Com. to purchase & record) of the donation

Procedures Draft 2

- Family notifies Caring Committee with specific information (who, what, how)
- Caring Committee notifies: Finance, Worship, Administrator to publish in newsletter, OOS and Announcements
- Caring Committee writes news article and records in Memorial Book

Conclusion

A **PCUUC Memorial Fund** would provide a means of increasing funds as well as acknowledging the passing of members, families and friends with purpose and permanence.

NOTES: This process involves basically 4 groups:

- Family – informs Caring Committee & Treasurer
- Caring Committee – Follows up with Treasurer and sets up procedure; also keeps record and publicizes
- Finance – sets up Memorial Fund account
- Recipient when applicable – sends thanks and is responsible for appropriate use of funds.

Specific tasks will be outlined for each group