



**Denton, Texas**

## **Memorial Fund Ministry Policies and Procedures**

*Gifts for the Ministry of the Church*

*Lovingly Given  
Respectfully Administered  
Prayerfully Used*

*To the Glory of God*

### **MEMORIAL FUND MINISTRY POLICIES AND PROCEDURES**

***Christ The Servant Lutheran Church,  
Denton, Texas***

The Memorial Fund Ministry of Christ The Servant Lutheran Church (CTSLC) is a service for the purpose of receiving, holding, and disbursing memorial gifts to this congregation. This ministry shall be conducted prayerfully so that the gifts may be used to the glory of God.

Members and non-members may give memorial gifts to honor loved ones. CTSLC is grateful for all gifts given to the Memorial Fund Ministry. The exercise of the Memorial Fund Ministry shall support the Guiding Purpose of CTSLC:

**God's purpose for Christ The Servant Lutheran Church is to grow spiritually in Jesus Christ and to use our hearts, hands, and talents to serve all people.**

All gifts to the Memorial Fund Ministry become the property of CTSLC, which assumes the responsibility for the care, maintenance, and final disposition of the gifts. No markings, plaques, or inscriptions are permitted on memorial gift items. All gifts are for their current function and may be replaced or removed.

## DEFINITIONS:

1. DESIGNATED GIFTS are those donations given to the Memorial Fund that the family has decided are to be used for a specific purpose at the time of death.
2. UNDESIGNATED GIFTS are donations given to the Memorial Fund that are not designated by the family at the time of death for any specific purpose.
3. THE MEMORIAL COMMITTEE is the team of CTSLC members who will administer the Memorial Fund Ministry, under the supervision of the church council.
4. THE MEMORIAL BOOK is that permanent record containing the names of the donors and the name of the persons honored. The Memorial Book may include a description of a gift and the date of its dedication.

## PROCEDURES FOR OPERATION OF THE MEMORIAL FUND MINISTRY

1. The Memorial Committee shall be comprised of 3 members appointed by the church council. They must be members of CTSLC in good standing. The committee shall elect its chair. The members shall serve a 3-year term and be eligible for re-appointment. One member may

rotate off each year. The Pastor and President of the council shall be "ex officio" members. When a member chooses not to continue to serve on the committee, or the council at any time wishes to remove a person from the committee, the council may do so at a regular or specially called council meeting.

2. The Committee will keep records of its meetings and decisions. The Memorial Committee annually shall make a report to the congregation of its activities, financial records, and list of donors.
3. In consultation with other committees of CTSLC and the pastor, the Memorial Committee shall develop a list of projects, objects, or ministries that are appropriate for the ministry of the church.
4. The Memorial Fund Committee may supply the family of the deceased honoree with a list of projects, objects or ministries that support the ministry of the congregation.
5. Families may request that the Memorial Gifts be used for a specific purpose at the time of the honoree's death. If the family of the deceased suggests such a DESIGNATED GIFT, the Memorial Committee must give its approval for such a DESIGNATED GIFT.
6. Donors may make contributions to a DESIGNATED GIFT until it is fully funded, in

which case the fund for that particular DESIGNATED GIFT shall be closed. If, after three years the DESIGNATED GIFT is not fully funded, the Memorial Committee may recommend to the council that the council act to transfer the contributions from that particular DESIGNATED GIFT to the UNDESIGNATED GIFTS fund.

7. If the family does not express a desire for memorial funds to be DESIGNATED, all gifts for the honoree will UNDESIGNATED GIFTS. All UNDESIGNATED GIFTS will be spent at the discretion of the Memorial Committee for the support of the ministry of CTSLC.
8. The Memorial Committee will provide the family with the names of persons who contributed to the Fund on behalf of the honoree. The amount of each individual's gift will not be disclosed, but the total amount contributed will be made available to the family. On behalf of the church, the Memorial Committee will send to donors an expression of appreciation of their contribution.
9. All gifts, DESIGNATED or UNDESIGNATED, are the property of CTSLC. As soon as the Memorial Gift has been received, the Memorial Committee is responsible for the care, maintenance and final disposition of the gifts.
10. The Memorial Committee will place a description of the DESIGNATED GIFT in the Memorial Book. UNDESIGNATED GIFTS also will be

written in the Memorial Book as memorial funds in the UNDESIGNATED GIFTS fund.

11. The congregation of CTSLC will provide resources for the administration of the Memorial Committee's ministry.
12. The church council may amend the Policy and Procedures of the Memorial Fund Ministry. The Policy and Procedures shall be made available to the members of the congregation.

Endorsed by CTSLC Council  
(June 14, 2005))

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**Christ The Servant Lutheran Church  
Memorial Fund Gift Form**

Please accept my Memorial Gift in memory of

Name of honoree: \_\_\_\_\_

Name of giver: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

Date gift is given: \_\_\_\_\_

Checks payable to "Christ The Servant Lutheran Church,"

Memo: Memorial for \_\_\_\_\_

Please send to:  
Christ The Servant Lutheran Church  
Memorial Fund Ministry  
2121 East University Drive  
Denton, Texas 76209