

## **CREATING A MEMORIAL FUND**

One way to honor a loved one is to establish a memorial fund. This brochure explains the policies and procedures at Bethlehem Lutheran Church.

1. Memorial funds are established in a manner consistent with the goals, purpose and doctrine of the church.
2. It is BLC policy not to label items with the name of the donor.
3. Memorial funds may be designated for use by BLC where most needed. Memorial funds are not used for general operating expenses.
4. Each year the Memorial Committee also updates a list of projects for which memorial funds may be designated.
5. Other uses of memorial funds must be approved by the Memorial Committee.
6. Memorial funds not designated and used within one year will be transferred into Heritage Endowment Funds for use where most needed.

## **CONTRIBUTING TO A MEMORIAL FUND**

All checks and cash should be turned into the church office as soon as possible by the contact person. Only contributions given through the church are tax-deductible.

Make checks out to Bethlehem Lutheran Church. Indicate the name of the memorial fund in the memo.

The names and addresses for individuals contributing cash should be listed along with the amount of each contribution.

## **THANKING DONORS**

The church will send an acknowledgement to each donor. The church will also prepare a list of donors for the contact person for the memorial fund.

## **USING THE MEMORIAL FUND**

Generally a designated memorial fund will be used without additional involvement from the contact person. In some situations a representative from the Memorial Committee may talk with the contact person to determine use of funds.

## **MEMORIAL FUND PROJECTS**

Below are more detailed descriptions of memorial fund projects available at Bethlehem Lutheran Church.

Please fill out and select a project on the other side of this panel.

### **Where needed most:**

For use by BLC where most needed. Funds will not be used for general operating expense.

### **BLC Mission House Fund:**

Used for needed repairs to the facility such as improvements to the building; painting, cleaning and sealing the exterior; and replacement of equipment.

### **BLC Education Endowment Fund:**

A portion of the annual earnings are used to provide scholarships for members and administered by the BLC Education Scholarship Committee.

### **BLC Worship Endowment Fund:**

A portion of the annual earnings are used to purchase items for Worship. The fund is administered by the BLC Heritage Endowment Committee.

### **Agape Fund:**

Discretionary fund used by the pastor for special requests.

## MEMORIAL GIFT DESIGNATION FORM

Pease fill out this section and return to a pastor or the church office.

Memorial Fund in honor of...

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Contact information:

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Name

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Address

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Phone

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Email

Check a box for use of the memorial fund:

- BLC use where most needed
- Mission House
- BLC Education Endowment Fund
- BLC Worship Endowment Fund
- Agape Fund

We would like to ask the Memorial Committee to use the fund for the following:

We are undecided at this time but will make a decision by the following date: \_\_\_\_\_

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## MEMORIAL FUNDS

### AT BETHLEHEM LUTHERAN CHURCH



A brief guide for family or friends who desire to establish a memorial fund to honor a loved one.