

NORTHSIDE PRESBYTERIAN CHURCH MEMORIALS BOARD

Mission and Guidelines

Memorials, bequests, and special gifts are effective instruments of witness to the building of God's Kingdom through the Church, and members and friends of Northside Presbyterian Church are encouraged to take advantage of the opportunities they afford. The Memorials Board is responsible for administering such offerings according to the following guidelines.

- 1) Board Structure: The board comprises of three members elected for three-year terms by the congregation at its annual meeting. The terms are staggered, so that each year one member goes off and is replaced by a newly elected member. The chair shall be the person in his or her last year of service on the board.

- 2) Accountability: The board is accountable to the Session for decisions about expenditures of funds: accordingly, it shall consult with the Session through the Finance-Facilities Committee before agreeing to receipts greater than \$5000 and to expenditures greater than \$1000. In addition, it shall submit an annual report to the Session.

- 3) Purpose: The board shall work toward three major goals:
 - To receive, invest, and disburse these offerings according to the terms agreed to upon receipt, subject to the guidelines in Section 2 above.
 - To encourage church members, relatives, and friends to advance the work of God's Kingdom through memorials, bequests, and special gifts.
 - To foster an awareness of opportunities of such offerings through appropriate publications and programs.

- 4) Operation: The board administers the memorials gifts through the Church Treasurer.
 - Undesignated gifts given in memory of an individual are set up by the Church Treasurer in an account under that individual's name. This is carried on the books for three years of no activity, after which the balance is transferred to the Northside Memorials account at the Presbyterian Church Foundation. Annual accrued interest from this account is used by the Northside Mission Committee for their work.

- Undesignated gifts in memory of an individual shall be used for three (3) categories of expenditures:
 - Endowments: This may be a fund set aside for the purpose of keeping the principal intact and either reinvesting the interest or spending the interest as proposed by the board with approval of the Session.
 - Capital Improvements: This may be a fund used to enhance the facilities and grounds of Northside Presbyterian Church.
 - Benevolence: This may be used for local, national, and international missions.
 - Any designated gifts must be reviewed and approved by the Memorials board and the Session.
 - The board shall maintain an updated list of appropriate memorials.
- 5) Acknowledgement: Each memorial, bequest, and special gift shall be permanently recorded and duly acknowledged to the donor and survivors. The board shall maintain a book listing such gifts by the donor's name unless that person wishes to remain anonymous.

Revised June 19, 2014