

**First Presbyterian Church
Presbyterian Church (U.S.A.)
Marianna, Florida**

GIFTS AND MEMORIALS POLICY

The session of the First Presbyterian Church, Marianna, Florida has adopted the following policy concerning gifts and memorials to the church in order to plan effectively for the physical properties of the church, to promote better understanding as to the use of such gifts, and to encourage support for the work of the church through such gifts.

The policy and procedures herein set forth shall be observed for all gifts, memorials and bequests to the church.

1. The session would like to remind members that memorial gifts to the church are an appropriate way to remember the Christian witness and service of someone who has died.
2. When memorial contributions are made to the church, the donor and the family of the deceased will be appropriately notified by the church office.
3. A separate listing, including amounts given, shall be maintained for each person for whom memorials are given to the church.
4. Memorial contributions may not be used for the general budgeted expenses of the church.
5. When the donors of memorial contributions designate these contributions for a particular designated memorial or gift fund of the church, such designation shall be honored by the church.
6. The session, upon recommendation of the Property and Operations Committee, in consultation with other committees of the church, shall from time to time designate items which are needed and which would be accepted as memorials or as gifts. Individuals or families wishing to make a memorial or gift to the church shall be encouraged to choose from among these designated items. If they should prefer an alternative item they may so specify and acceptance would be subject to review by the Property and Operations Committee, or another appropriate committee, and approval by the session. The actual selection, purchase or administering of the gift will be made by the appropriate committee.
7. When the undesignated memorial contributions made to the church in memory of a particular individual are above \$500.00, the Stewardship Committee shall consult with the family of the deceased as to a specific item for which these funds should be used, following the provisions of Number 6 above.

8. Designated gifts which do not cover the cost of an item for which they are designated will be held at interest until such time as other gifts or general church budget funds become available to complete the purchase. In the event that the Stewardship Committee determines that it is unlikely that funds will ever be available to complete the purchase of the designated item, the committee may place the funds with other bequests and special gifts to serve other needs of the church. If practical, the donor, or family of the donor, shall be consulted prior to the disbursement of the funds which were included in the original gift or bequest.
9. The session, through the Property and Operations Committee, may receive ‘used’ items as gifts or bequests subject to the provision that if such items cannot be used in a way which the committee and the session deem appropriate for the life of the church, the committee shall be given the authority to sell such items and to use the money for approved items. Such gifts will be acknowledged by the church in a letter listing the items given. It will be the responsibility of the donor to determine the monetary value of the gift or bequest.
10. The normal practice of the church is to liquidate any gifts of stock, real estate and other accumulated resources as these are received by the church.
11. The session would encourage all members of the church to remember the church in their wills, as a continuation of their Christian Stewardship following death. Any persons who are planning to make designated bequests to the church are encouraged to consult with the Stewardship Committee so that the designation might be made to an approved item and/ or ministry of the congregation.
12. The session would encourage members to remember that a gift to the church is an appropriate way in which to honor other people on special occasions in their lives, or on special occasions during the year. All gifts made in honor of other people will be handled in the same manner as memorial gifts to the church.
13. No gift shall be made or accepted for any purpose which requires or would result in alteration, change, or modification of any part of the existing church building, structure or premises unless and until such alteration, change, or modification has been specifically authorized and approved by the session, and, if necessary, by the congregation.
14. The names of those for whom memorials have been received, together with the names of the donors, will be listed in the Memorial Book of the First Presbyterian Church.
15. The names of those for whom memorials or honorariums have been received during the previous 12 months, and how they have been used, will be listed in the bulletin at the annual Heritage Sunday celebration, and in the minutes of the session and the church newsletter following that annual celebration.
16. The use of individual identification on gifts, such as plaques or engravings, shall be the responsibility of the Property and Operations and Stewardship Committees so that uniformity of wording and size of plaques can be maintained.

17. Undesignated one time gifts of cash, or real estate or securities which can be sold, shall be placed in a separate account to be used for the general budget or special programs and needs of the congregation. If the donor wishes for his or her name to be known the account shall be retained in his or her name. These funds may be used on the recommendation of the Church Treasurer and/or the Administration Committee to the session, and approval by the session.

FUNDS OF THE FIRST PRESBYTERIAN CHURCH FOR WHICH MEMORIALS AND GIFTS MAY BE DESIGNATED

Capital Funds
Food Pantry
Music Program
Handbell Program
Choir Program
Youth Activities
Children's Activities
Library

BEQUEST FUNDS OF THE FIRST PRESBYTERIAN CHURCH

Hook Fund

This fund was established in 1991 as a bequest from the estate of Lucille Golson Hook, a former organist of the congregation. The fund is an asset of the First Presbyterian Church which is invested with the Presbyterian Foundation of the Presbyterian Church (U.S.A.). The principal, interest and dividends from this fund are designated for use for the benefit of the programs of the church, but are generally used for the music program of the First Presbyterian Church. (*see Session Minutes October 23, 2005*) The value of this fund is reported to the session on a monthly basis.

Wager Fund

This fund was established in 2003 as a bequest from the estates of Dr. Harold and Margaret Wager. The Wager Memorial Fund is a permanent fund of the Presbyterian Foundation of the Presbyterian Church (U.S.A.). The interest and dividends of this fund may be used for the programs of the First Presbyterian Church as determined on a regular, and at least annual, basis by the session. The value of interest and dividends received from this fund shall be reported to the session on a regular, and at least, annual basis.