

PREAMBLE: The giving of Memorial gifts to St. Paul's is encouraged and welcomed. They are a lasting reminder of someone or some event of significance. The gifts allow St. Paul's the opportunity to transform them into functional, living remembrances thereby promoting the life and mission of the Church.

POLICY: Memorial gifts will be recognized by St. Paul's United Church.

APPROVED: Trustees

DATE: March 1, 1998

GUIDELINES:

1. Memorial gifts will be receipted by the Church Office.
2. A record of the gifts will be recorded in the Memorial Book.
3. Where appropriate, a guarded note of remembrance, "In Memory of ..." may be placed in or on a Memorial purchase, by the Trustees, by the use of a small plate, engraving, writing or imprinted sticker.
4. Should a Memorial purchase become obsolete because of its state of repair or functionality:
 - 4.1 The giver or closest relative will be contacted and informed of such.
 - 4.2 In the case of repair, the giver or closest relative will be given the opportunity to have the Memorial purchase repaired or replaced.
 - 4.3 Where the giver or closest relative does not wish to repair or replace the Memorial purchase, they will be given the opportunity of having it returned to them.
 - 4.4 Where the giver or closest relative cannot be contacted or discerned or does not wish to have the Memorial purchase returned, it will be removed following a ceremony of decommission.

EFFECTIVE DATE: March 1, 1998