

**Fayette Friendship Community Church**  
**Board of Servants**  
**Policies and Procedures**

**Appendix IV.F – Memorial Giving Policy**

Donations to FFCC may be made “in honor” or “in memory” of specific individuals by noting such on the donation. In addition, such donations may be targeted to a specific ‘Designated Funds Account’. Such targeted donations are then allocated to that fund for future use as designated by the Board of Servants. If the donation does not list a specific fund, then the donation is allocated to the general operating fund.

Such donations will be tracked by the Financial Secretary and the Treasurer send the honor/memorial information to the Board Chair and Recording Secretary. A notification of the donation(s) will be sent to the person honored, or their family in the case of “in memory” donations. The notification will list the name(s) of the donors and contact information, unless that donor has made such donation anonymously.

**Tribute Tree Donations**

For the 25<sup>th</sup> anniversary of FFCC the church established the “Tribute Tree” as a method to honor individuals through a significant donation to the church. The Tribute Tree display is located in the main sanctuary. The donation levels to place a ‘honor/memorial leaf’ on the tree are as follows:

- Copper Leaf for donation of \$250 to \$499,
- Silver Leaf for donation of \$500 to \$999,
- Gold Leaf for donation of \$1,000 or more.

Donations to receive a ‘leaf’ should be accompanied by the ‘Tribute Tree Donation Form’. On receipt the Financial Secretary and Treasurer shall record the donation as described above and also send the honor/memorial information to the Board Chair and Recording Secretary. The Board will then direct the making and mounting of the leaf on the Tribute Tree. The cost of making the leaf will be deducted from the donation before the funds are allocated to the appropriate account.

Approved by the Board of Servants on Aug. 30, 2021