



Collier Street United Church

Memorial Gifts & Legacies Policy

Memorial Gifts are welcome and gladly received by Collier Street United Church. They are used in support of primary needs such as maintaining/improving the Church building and surroundings. They can be a one-off gift that is for a special project or can support the ongoing ministry of the Church. They should align with the Vision, Core Values and Mission of Church. Memorial Gifts given to Collier honour the memory of the individuals and leave a living story of love, solidarity and compassion. In our faith community, Memorial Gifts are managed by the relevant personnel/teams so as to keep faith to the collective memory and heritage of the Church.

The following guidelines apply:

- Donations will be received through an email or letter to the office outlining the Memorial donation indicating the member/adherent who is being honoured and the type of Memorial being considered;
- Donations can be specific for the Memorial Garden, the Building and its surroundings and or un-specific;
- Donations can be paid in kind or cash/cheque/e-transfer in memory of members/adherents of Collier;
- Memorial gifts will be used in accordance to the wish of the donors, but Collier cannot guarantee that this gift will be used or maintained in perpetuity.
- Collier does not assume any responsibility for notifying donors (or their successors) that a memorial gift is no longer serviceable or no longer required, or that the building will no longer be in use for worship and work of the Church;
- Upon the sale or impending demolition of the Church building, donors (or their successors) may wish to have significant memorials returned to them at their cost.
- All Memorial gifts will be approved by the Church Board after the relevant teams/staff work has been done.
- Collier doesn't keep a formal record of Memorial Gifts but will send appropriate thanks to the donor(s).

The following list of Memorial Gifts apply:

Gifts	Procedures	Disposition
Books and Other	<ul style="list-style-type: none"> • Accepts Hymn Books, Lectern Bibles and Other Published Material. <p><i>Donors are welcomed to place printed or handwritten name, purpose and date inside the book.</i></p>	<p>May be returned to the donor, if requested. Will be reverently destroyed, using appropriately environmentally friendly means.</p>
Liturgical Banners & Stoles	<ul style="list-style-type: none"> • Accepts various Cloth/Liturgical colours/ Banners for the Communion and Lectern. • Accepts Liturgical stoles for ministers or worship leaders of the Church. <p><i>Donors are welcomed to place name, purpose and date on the back of liturgical banners etc.</i></p>	<p>May be returned to the donor, if requested. Will be reverently destroyed, using appropriately environmentally friendly means.</p>

<p>Other Items Used in Worship</p>	<ul style="list-style-type: none"> • Accepts for maintenance or replacement donation for: non-flamed candles, baptismal bowl or baptismal font, pews, pews cushions, equipment for Audio Visual, Stage Lighting, Organ and Piano Fund etc. <p><i>Donors are welcomed to place name, purpose and date on the back of items for worship.</i></p>	<p>May be returned to the donor, if requested. Will be reverently destroyed, using appropriately environmentally friendly means.</p>
<p>Stained-Glass Window & Main Doors</p>	<ul style="list-style-type: none"> • Accepts for maintenance or replacement donation for the front doors of the sanctuary and the stained-glass windows in the sanctuary and chapel. <p><i>Donors are welcomed to place name and date below stained-glass, if 50% of replacement amount has been donated.</i></p>	<p>May be returned to the donor, if requested. Will be reverently destroyed, using appropriately environmentally friendly means</p>
<p>Church Leaders Picture and Frame</p>	<ul style="list-style-type: none"> • Accepts for maintenance or replacement donation for the ministers and commissioned workers of the Church. <p><i>Donors are welcomed to place name and date on pictures and frames, if 50% of replacement amount has been donated.</i></p>	<p>May be returned to the donor, if requested. Will be reverently destroyed, using appropriately environmentally friendly means</p>
<p>Memorial Garden</p>	<ul style="list-style-type: none"> • Accepts donation for the establishment and maintenance of a Memorial Garden inside the Church Building. • Accepts donation for a leaf on the tree in the Memorial Garden. <p><i>Donors name, association with Collier or the Church or Community and date will be placed on leaf.</i></p>	<p>May be returned to the donor, if requested. Will be reverently destroyed, using appropriately environmentally friendly means</p>
<p>Trees</p>	<ul style="list-style-type: none"> • Accepts a gift to cover the purchase, delivery and installation of a 24" box tree. • Help donor select appropriate species and location and coordinate the installation and maintenance with staff. <p><i>In order to be good stewards of creation, neither plaques nor commemorative markers are permitted on donated trees, although the donors are welcome to arrange a ceremony as a dedication with the Minister</i></p>	<p>May be returned to the donor, if requested. Will be reverently destroyed, using appropriately environmentally friendly means</p>
<p>Landscaping and Benches</p>	<ul style="list-style-type: none"> • Accepts donation for the ongoing or enhancement of the landscaping of property. • Accepts placing of benches in the outside garden for individuals and special groups, will coordinate positioning with appropriate staff. 	<p>May be returned to the donor, if requested. Will be reverently destroyed, using appropriately environmentally friendly means</p>

	<i>Donors are welcomed to place name, purpose and date on benches donated on the front or back if 50% of replacement amount has been donated.</i>	
Other Items Used in Building	<ul style="list-style-type: none"> • Accepts for maintenance or replacement donation for: bathroom fixtures, inside building doors, flooring, paint, cleaning equipment, Elevator fund or Capital Expenses. <p><i>Donors are welcomed to place name, purpose and date on elevator, if given 50% of replacement amount has been donated.</i></p>	May be returned to the donor, if requested. Will be reverently destroyed, using appropriately environmentally friendly means

Legacies

All Cash donations/legacies/bequests are handled by the Board of Trustees in consultation with the Church Board through the appropriate supporting team and personnel.

Program or Project Specific	<ul style="list-style-type: none"> • Accepts legacies for specific projects through our Capital Campaign etc. 	
Non-Specific	<ul style="list-style-type: none"> • Accepts legacies for the continued work and witness of Collier. • The Church Board will decide whether the gift is to be invested or used immediately. If the gift is to be invested, the investment must be held by Trustees and the revenue used as the Church Board may direct. If the gift is to be used immediately, it must be turned over to the treasurer for the congregation, with instructions from the Church Board. <p><i>The Board of Trustees works very closely with the Church Board for the wholistic and financially prudent wellbeing of the congregation.</i></p>	

Letter of Agreement for Giving a Memorial Gift

I/We _____, intend to give a _____ to COLLIER

STREET UNITED CHURCH, BARRIE, ON in memory of _____.

I/We acknowledge that **I/We** have read and understand the Memorial Gifts and Legacies Policy of Collier Street.

In particular, **I/We** acknowledge that in the accepting this memorial gift, neither Collier Street United Church or the United Church of Canada commits itself to using or maintaining this memorial gift or church building for which it is given in perpetuity, but only for as long as that remains consistent with the Vision, Core Values and Mission of Collier Street United Church and the United Church of Canada.

I/We acknowledge that in giving this gift all ownership and control of _____ is given to Collier Street United Church and the United Church of Canada, and that all future use and disposition of this gift is solely within Collier's control in keeping with the agreement between Collier and the donor(s).

Name: _____

Signed: _____

Name of Witness: _____

Signed: _____

Date: