

Memorial Tree Recognition Guidelines

Linworth United Methodist Church

The following guidelines are intended to define how and when Church members and friends are memorialized / honored on the Linworth UMC Endowment Tree for their gifts.

Method of Recognition

- The Legacy Committee has approved the purchase of a "Recognition Tree" (Tree) containing brass leaves and rocks upon which engravings can be made to memorialize / honor loved one(s).
- In order to highlight the Tree, signage above it will say "Linworth UMC Endowment Tree"
- The location for the Tree has been selected by the Trustees and will be prominent to Church members and friends as they enter or exit the Sanctuary.

When / Who

- While gifts have been made in the past to the Endowment Fund of the LUMC, memorializing / honoring Church members and friends will start for calendar year 2016 and proceed into years thereafter.
- The memorializing / honoring of a Church member or friend should be done within ninety (90) days from the receipt of the gift. Should the gift come in stages, the memorialization / honoring should be done within ninety (90) days of the last gift.
- The Legacy Committee is responsible for coordinating the memorializing / honoring of a Church member or friend with assistance from the Pastors.
- The Legacy Committee Chair is responsible for corresponding with the "Tree" provider in securing the engravings on the leaves and rocks and in the placement of these on the "Tree".

Memorialization Eligibility

- A calendar year lump sum or a calendar year cumulative gift must be at least \$500 in order to memorialize / honor a loved one on a single leaf. A gift from \$500 to \$4,999 is eligible for a single leaf. However, a gift of \$2,500, for example, is eligible for potentially five leaves, if the donor wishes to memorialize / honor five separate individuals, friends, or family. Multiple leaves for the same memorialization / honor will not be permitted.
- A calendar year lump sum or a calendar year cumulative gift of \$5,000 or more will be memorialized / honored with a single rock. However, a gift of \$7,500, for example, would be eligible for a single rock or a single rock and up to five leaves, depending upon the wishes of the donor. Multiple rocks for the same memorialization / honor will not be permitted.
- Gifts to the Gifts & Memorial Fund are not eligible for recognition on the Tree.
- The Legacy Committee will review these Guidelines during the first quarter of the calendar year to determine any need for a change.
- The Legacy Committee may make exceptions to these Guidelines by a two-thirds vote of the quorum present.