

ST. JAMES ARMENIAN APOSTOLIC CHURCH

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Rev. Fr. Hovhan Khoja-Eynatyan, Pastor

Տէր Յովհան Քհնյ. Խոջա-Էյնատեան, Հովիւ

Policy For In Lieu Donations

Revised 7/22/2013

1) Purpose:

This policy has been established to provide guidance to parishioners who wish to direct in lieu donations made to St. James Armenian Church of Evanston, IL (referred to as St. James throughout the remainder of this document) in memory of a deceased family member or friend.

2) Application:

This policy applies to any family members or friends who have requested that funeral donations made in memory of a deceased loved one benefit St. James.

3) Guidelines:

St. James has established the following three options for designating in lieu donations.

Option A-For families who wish to make a one-time monetary donation in memory of the deceased.

Option B-For families who wish to make recurring monetary donations in memory of the deceased.

Option C-For families who wish to donate a gift and monetary donation in memory of the deceased.

4) Process:

Option A (One-time Monetary Donation)

-Money collected is allocated at the discretion of St. James Parish Council. It may be used to offset annual budgeted expenses (e.g. salary of the pastor, utilities, maintenance, scholarships and sponsorships, etc.) or invested long-term into the Armenian Church Endowment Fund (ACEF).

-A statement summarizing the total amount collected for in lieu donations is sent by the Parish Council to a designated family member or friend of the deceased.

-Recognition is given in the weekly Church bulletin and the *Deseelk* newsletter with an explanation of how the funds were used. For example,

‘In memory of Hovsep Doyan; Funds collected used to support scholarships and sponsorships.’

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Option B (Recurring Monetary Donations)

-Money collected is invested into the Armenian Church Endowment Fund (ACEF) in the deceased person's name (or family name, if an existing fund has already been established). Interest income generated from the fund is utilized to offset budgeted expenses or is reinvested into the fund at the discretion of St. James Parish Council.

-A statement summarizing the total amount collected for in lieu donations is sent by the Parish Council to a designated family member or friend of the deceased.

-At any time, the family may request a statement reflecting the current balance in the endowment fund.

-Recognition is given in the weekly Church bulletin and the *Deseelk* newsletter with an explanation of how the funds were used. For example, 'In memory of Hovsep Doyan; Funds deposited into ACEF.'

Option C (Gift and Monetary Donation)

-As a guideline, a minimum of 50% of the money collected shall be used as in Option A or Option B above.

-The remaining portion of the money collected is used to purchase a gift in memory of the deceased. The gift selected must be approved by the Pastor and the Parish Council of St. James. Although families may propose the gift they wish to donate, it is strongly suggested that they select from the list maintained by the Pastor.

-A statement summarizing the total amount collected for in lieu donations is sent by the Parish Council to a designated family member or friend of the deceased.

-Recognition is given in the weekly Church bulletin and the *Deseelk* newsletter with an explanation of how the funds were used. For example,

'In memory of Hovsep Doyan; Funds collected deposited into ACEF and also used to purchase a processional cross.'

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