ANNUNCIATION GREEK ORTHODOX CHURCH

Memphis, Tennessee

AGAPE MEMORIAL FUND

Purpose and Procedures

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1. Purpose of the AGAPE Fund

The AGAPE Memorial Fund is a restricted fund of Annunciation Greek Orthodox Church in Memphis, Tennessee, established to receive gifts made in memory of loved ones who have fallen asleep in the Lord. The Fund provides a meaningful way for families and friends to honor the departed by supporting the worship, beauty, and ongoing life of the Church. In keeping with our Orthodox Christian faith, gifts may be used for purposes that enhance the celebration of the Divine Services, beautify the Church, and support the parish's long-term stewardship of its parish. These monies are not intended to be used for operational budget for the Church without Parish Council and Parish Assembly approval.

2. Uses of the Fund

Liturgical, Worship and Community Items

Examples may include, but are not limited to:

- Key liturgical furnishings
- Iconography, painting or other beautification
- Chalices and other sacred vessels; Paten/Diskos; Communion spoons; liturgical spear.
- Asterisk/star and liturgical veils, including the Aer; censers and incense-related items.
- Antimension and other appropriate liturgical linens; liturgical and service books.
- Priest and altar-server vestments; processional crosses, fans, and other items used in the Divine Services.
- Items associated with the Holy Altar, Proskomide, Baptism, and other services of the Church.
- Other liturgical items as necessary

The Priest should be consulted regarding the appropriateness of items intended for liturgical use. Funds may also support projects that beautify, preserve, improve, or enhance the sanctuary or narthax in service to the Lord. These may include improvements to worship spaces, icons and iconography, furnishings, lighting, maintenance, or other projects that contribute to the dignity and beauty of the sanctuary and/or narthex. The Priest will work directly with the families to ensure that the memorial is aligned with the family's wishes.

Long-Term Stewardship and Investments

A portion of the Fund may be retained or invested for future Church needs when appropriate. This may allow a memorial gift to provide a lasting benefit to the Church beyond an immediate purchase or project. AGAPE funds are not intended to replace the parish's ordinary operating budget or stewardship program, but may be used for needs and opportunities consistent with the Fund's memorial purpose.

Any investment must be approved by the Parish Council and follow applicable Archdiocesan, parish procedures and by-laws.

3. Memorial Gifts and Donor Intent

Gifts designated for the AGAPE Fund in memory of a particular person will be recorded as memorial gifts and maintained as part of the Fund.

Unless a donor or family has made a specific written designation accepted by the Church, gifts to AGAPE are considered unrestricted within the purposes of the Fund. This allows the Church to apply memorial gifts where they will provide the greatest benefit while remaining faithful to the purpose of the Fund.

If a donor wishes to recommend a particular item or project, the Church will make reasonable efforts to honor that request when appropriate and feasible. The Parish Council, in consultation with the Priest, retains responsibility for determining the final use of Fund resources.

4. Administration and Transparency

The AGAPE Fund will be maintained as a separately identified fund within the Church's financial records.

- Record gifts received and the person or persons being memorialized, when that information is provided.
- Acknowledge donations to donors in accordance with normal Church practices.
- Maintain appropriate records of Fund expenditures and investments.
- Periodically review the Fund to ensure that its resources are being used consistently with its purpose.
- Include appropriate information about the Fund's activity and significant expenditures in the Church's normal financial reporting and oversight processes.

Expenditures from the Fund will be approved through the Church's established financial procedures, with appropriate involvement of the Parish Council and Priest.

5. Communication with Families and Donors

When practical, the Church will provide the family of the person being memorialized with a general acknowledgment of memorial gifts received.

When a significant purchase or project is made possible, in whole or in part, through the AGAPE Fund, the Church may inform the family and the broader community (ex. The Epistle or other parish-wide communication) so that they can see how the generosity of friends and loved ones has continued the memory of the departed through service to the Church.

Donors will receive appropriate acknowledgment of their gifts in accordance with the Church's normal charitable giving procedures. Individual donation amounts will be treated with appropriate confidentiality if deemed "anonymous" by family or donor.

6. Memorial Recognition

When appropriate, the Church may recognize individuals memorialized through the AGAPE Fund through a memorial record, dedication, plaque, or other suitable means, particularly if it goes to an individual item and this is of importance to the family or the donor. Any permanent memorial recognition should be approved by the Parish Council in consultation with the Priest.

7. Guiding Principle

The AGAPE Fund is intended to transform the love and remembrance expressed at the passing of a loved one into a continuing gift to the Church. In administering the Fund, the Church will seek to balance reverence, good stewardship, transparency, and practical wisdom, so that memorial gifts may contribute to the worship of God, the beauty of His Church, and the life of the parish for years to come.

Parish Council Approval _____ **Date** _____