

CHRIST PRESBYTERIAN CHURCH MEMORIAL FUND POLICY

Mission Statement

The Christ Presbyterian Church Memorial Fund is an important part of the ministry of Christ Presbyterian Church (CPC), Madison, Wisconsin. It exists to accept and invest gifts from members and friends of the church and will be used in support of the life and ministry of the congregation during and/or beyond the lifetime of the donor.

Governing Board

The CPC Finance Committee will oversee the accumulation and investment of Memorial Fund assets. The CPC Finance Committee will consist of at least three members of Christ Presbyterian Church and will include the Chair of the Finance Committee, the Treasurer, and at least one active member of Session (for example, the Stewardship Commission Chair).

Management

Memorial Fund resources will be used to further the goals expressed in the Mission Statement. Gifts to the church will be held and invested in the Memorial Fund and used at the direction of Session with the guidance of the donor. Gifts designated as Memorials will be invested according to the attached Short Term Asset Investment Policy (see Appendix).

Memorial Funds

CPC gladly accepts Memorials. Memorials should be unrestricted gifts to the Legacy Fund, designated to an ongoing existing CPC fund (gifts for children and youth ministries, gifts for worship music and instruments, gifts for local and international missions, gifts for building and grounds maintenance, gifts for scholarships, and gifts associated with the Deacons' Compassion Fund etc.) or designated to an emerging ministry fund. If a donor asks to designate money for a purpose that is not to an existing or emerging CPC fund, Session should consider whether the gift is consistent with CPC's Mission, and of a size that allows for successful completion of the project. If the gift is not consistent with CPC's Mission, or if it is not of a size that allows for successful completion of the project, Session may want to encourage the donor to make an unrestricted gift to the Legacy Fund.

Memorial Fund amounts that are no longer needed to achieve the purpose of a specific fund should revert to the Legacy Fund. Whenever a Memorial Fund's purpose has been achieved, or there has been two years of inactivity in a fund, the Director of Financial Operations shall consult with CPC's Treasurer about moving Memorial Fund money to the Legacy Fund. When applicable, the Treasurer, or another representative of the Finance Committee, shall recommend to the Session that such monies be transferred to the Legacy Fund.

CPC will honor donor designations as discussed above. But, in no case will CPC accept restrictions on Memorial Fund gifts that make the Fund subject to the Wisconsin Uniform Prudent Management of Institutional Funds Act.

Approved: By CPC Session July 2018

APPENDIX – SHORT TERM ASSET INVESTMENT POLICY

Background

Donors sometimes give contributions for designated purposes to further the welfare of CPC. Such special contributions include, but are not limited to, gifts for children and youth ministries, gifts for worship music and instruments, gifts for local and international missions, gifts for building and grounds maintenance, gifts for scholarships, and gifts associated with the Deacons' Compassion Fund. These special-purpose funds have typically been maintained as cash subaccounts within CPC's main checking account. In the future, at the instruction of Session, the Finance Committee shall seek reasonable investment return on such funds and for CPC's checking account funds, while still allowing for easy access and disbursement of the monies to satisfy the financial obligations of the funds.

To facilitate this investment goal, the following guidelines will be used:

- The cash balances of subaccounts whose purpose is still on-going are maintained on a computer file and updated throughout the year as funds flow into and out of such subaccounts. For each subaccount, the Treasurer and Director of Financial Operations will determine the appropriate time horizon (monthly, quarterly, yearly, bi-yearly, etc.) for disbursing funds. Based on this time horizon, the excess funds in each subaccount are invested in short-term, fixed-duration bonds, CDs, and, in the case of subaccounts with longer time horizons, equities.
- At the end of each year, positive investment returns are moved to the Legacy Fund for use as Session authorizes. The exception to this practice would be a fund in excess of \$50,000 with a long-term purpose where the donor has asked that interest accrue to the intended purpose.

Delegation of Authority

The Session of Christ Presbyterian Church, as Trustee, is a fiduciary and is responsible for directing and monitoring the investment management of the portfolio. As such, the Session of Christ Presbyterian Church is authorized to delegate certain activities to an investment committee (for example the CPC Finance Committee) and/or professional experts in certain fields. The following professional experts may be employed for the management of fund assets: Investment Management Consultants(s), Investment Manager(s), Custodian(s), and Co-Trustee(s).

Investment Performance Review and Evaluation

Portfolio performance evaluation reports should be prepared by the Investment Manager and presented to CPC's Finance Committee, as designee of the Trustee (Session), on a regular basis.

At least every five years, the CPC Finance Committee will share with the Session its choice of Investment Management Consultants(s), Investment Manager(s), Custodian(s), and Co-Trustee(s). CPC's choice of these advisors will be based on performance results and fees charged in comparison to other options available in Madison. Members of CPC's Finance Committee who have a business relationship (employee/employer or Board Member) with any of the advisors that are being considered in the evaluation will recuse themselves from the evaluation.