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## **Ware Episcopal Church Guidelines For Gifts and Memorial Markers**

### **Commemoration of Service or Events**

From time to time the Vestry, parishioners or friends of the Church may propose to commemorate the service of one or more persons to the Church, or some significant event in the history of the Parish.

Even large gifts of cash, securities, or gifts-in-kind do not automatically call for recognition which should be reserved for something on the order of:

- Major events in the history of the Parish (e.g. donation of land for present Church)
- Major physical acquisitions or additions (Parish House; organ; Ware Cottage)
- Single acts, or long periods, of devoted service to the Parish and congregation (ministerial service to Parish and community; distinguished congregational leadership).

The following forms of commemoration are suggested:

1. A memorial gift may be donated, possibly inscribed as described above, after consultation with the Rector and Vestry as to a suitable gift.
2. The establishment of a significant investment fund dedicated to serving a specific use by the Church or community.
3. A request that the vestry approve a resolution commemorating the service. Such as resolution would be entered in the Parish vestry book. This method is particularly appropriate for recognizing the service of active parishioners and friends.
4. A marker, tablet, or monument in a cemetery lot or in the Memorial Garden or elsewhere on the Church grounds. This method is particularly appropriate for recognizing historical persons and events, or family members buried elsewhere.
5. Naming a building, structure, or other major property. Generally such recognition would be initiated by the Vestry to recognize a significant contribution.
6. A plaque for temporary display in the Parish House. Markers of this sort will be displayed only for a period of time, and then retired. The method is particularly appropriate for recognizing the contemporary service of active parishioners.

## **Commemorative Markers**

Requirements for headstones, footstones, and other grave markers in the cemetery, including the Memorial Garden, are described in *Ware Church Cemetery Rules and Regulations*.

In addition to burial markers, other memorial markers consistent with the regulations on grave markers may be placed in a lot to memorialize a person who has been buried elsewhere. Prior notification to the Vestry or their designate is expected.

In event that the commemoration is for an event that is associated with some physical location on the Church grounds, the Vestry may approve placement of a marker elsewhere. This is expected to be a rare occurrence, reserved primarily for historical, not contemporary, events.

The structure, inscription, and placement of any plaque, tablet, or monument must be in keeping with the historic nature of the Church and Parish, and receive the prior approval of the Vestry.

Due to the historical significance of the Church and Churchyard wall, markers inside the Church building, on the exterior walls of the Church, or on the Churchyard wall, are not allowed.

## **Commemorative Gifts**

Guidelines for gifts to the Church are outlined in *Funds of Ware Church*.

The Church welcomes gifts subject to acceptance by the Vestry. It is suggested that those persons inclined to make a non-monetary gift consult with the Rector and Vestry about the selection of a gift item and any inscriptions it might bear.

Inscriptions typically take a form such as “In memory of...” or “Gift of...” or some similar phrase in keeping with the current practices of the Church.

