

Parish Policies

St. Stephen the Martyr Anglican Church, Thunder Bay

Policy F2: Memorial and Friends of St. Stephen's Boards

Amended by St. Stephen's Parish Council September 12, 2016

The **Memorial Board** is mounted on the north wall (gospel side) of the nave of the church. Its purpose is to acknowledge a donation made to St. Stephen's in memory of individuals who have died. There is no minimum donation, the only requirement is that a Charitable Income Tax Receipt is issued. A plate will be mounted on the board that has the name of person who died, and his/her years of birth and death. The Pastor and Church Wardens are responsible for the ensuring that a plate is put up; the Envelope Secretary will ensure that they are made aware of donations that qualify for a plate. The Pastor and Church Wardens have discretion in making exceptions to this policy.

The **Friends of St. Stephen's Board** is mounted on the south wall (Epistle Side) of the nave. Its purposes are to acknowledge donations made by individuals to St. Stephen's for special projects designated by the Parish Council, and to give people the opportunity to record their name in the church building. At any time, the Parish Council can designate the paying of arrears to the Diocese as a Special Project. Beginning in 2013 each project will have its own plate with donor plates below. The minimum amount needed to qualify for a plate is \$250, given within any 12-month period; as of January 1, 2017, given within the calendar year. Each donor plate will include the name(s), as specified by the donor(s), and the year of the donation. Each name will only be put up once for each project. The Envelope Secretary will ensure that the Pastor and Church Wardens are informed of a donation that qualifies for a plate, and the Pastor and Church Wardens are responsible for ensuring that the plate is mounted. The Pastor and Church Wardens have the discretion to make exceptions to this policy.