



The Episcopal Churches of Cunningham Chapel Parish

POLICIES AND PROCEDURES FOR MEMORIALS AND GIFTS

1. Those wishing to make gifts and memorials to be used in Christ Church must submit a request in writing to the Parish Office to make their wishes known (Post Office Box 153, Millwood, VA 22646). The Parish Administrator will forward the donor's request to the Gifts and Memorials Committee, which will provide a current list of the needs of the Parish that might be suitable gifts or memorials. A copy of policies and procedures for memorial donations, as recommended by the Committee and approved by the Vestry, will also be provided.
2. The Memorial Committee of Cunningham Chapel Parish will maintain an updated list of the needs (the "wish list") of Christ Church available for potential donors.
3. In general, liturgical furnishings of silver or brass, altar linens and hangings, and formal articles of furniture make proper permanent memorials, although donors should be advised that linens may be short-lived. No memorial plaques will be placed on the walls of the narthex, nave, chancel or sanctuary of Christ Church. Those known to have been very active Parish members may have as a memorial a small brass plaque on the arm of the pew they usually occupied. An example of the style and size recommended is found in the memorial to the late Mrs. Karl Boy-Ed. If the Vestry wishes to make an exception for a former rector or a parishioner who has demonstrated exceptional leadership at the parish or diocesan level, a plaque may be placed in the narthex upon proper review by the Committee and approved by the Vestry.
4. After reviewing the "wish list" and the policies and procedures, those wishing to make gifts or memorials will consult with the chairman of the Memorials Committee about a choice of donation. The present chairman is Maisie Maguire, 540-508-0807.
5. The Memorial Committee will meet to review the proposal for each gift. Donors should not make purchases before this review. When the Memorial Committee votes to accept a memorial or gift, it will so recommend to the Vestry. Only the Vestry is empowered to make final approval of gifts and memorials. Following Vestry approval, the donor will arrange for acquisition and donation.

MEMORIAL GARDEN GUIDELINES

Only fresh flowers may be placed in the Memorial Garden. No urns, vases, statuary or artificial flowers may be placed in honor of those interred here. Unsuitable material left in the Memorial Garden will be removed.

MEMORIAL AND GIFT SUGGESTIONS CHRIST CHURCH, MILLWOOD

1. Needlepoint kneelers at altar rail. This should be an entire design project, approved by the committee and the Vestry. The needlework may be carried out by Parish members or by professionals.
2. Needlepoint kneelers in pews. These may be placed as donor wishes, with design approved by the committee and the Vestry.
3. Altar linens (as a memorial, not so permanent as the above; as a gift, wonderful).