

MEMORIAL COMMITTEE

Functions as a part of the Church Business task group.

Purpose: To oversee matters that relate to Memorial gifts.

Responsibilities:

- Develop a policy regarding memorials to be approved by church conference and maintain this policy.
- Work with Budget/Finance committee to maintain an accurate accounting of all memorial gifts.
- Work closely with the church in conference and with church committees, especially the Budget/Finance committee to resolve all past and future memorial gifts.
- Establish a system to ensure for the recognition of both the giver and the honoree.
- Work closely with givers to identify church-approved projects or other options to which memorial gifts can be applied (i.e. Youth, Children's Department, Music, Building Fund, etc.)
- Develop a list of projects to be approved by the church in conference.
- Revise this list, as necessary, bringing changes to conference for approval.
- Maintain the confidentiality regarding the giving of memorials, when requested.
- Develop and maintain a pamphlet outlining the church's memorial policy, process, and approved projects to which donations may be received.
- Establish and maintain a notebook to document past (as feasible) and all future memorial gifts (i.e. using photos, etc.)

Approved in church conference 9/28/05