

Memorial Committee Policies and Guidelines

It is typical and vital for the continuation and perpetual care of any church and congregation to be the beneficiary of financial support through gifts whether in memory or in honor of an individual. We have established a Memorial committee to receive and distribute or direct these gifts. The Committee will function on the following policies, procedures, and guidelines:

1. This group of representatives is to be recognized by the Church and its members as the Memorial Committee.
2. Our purpose as a group is to direct the gifts and/or money given to the Church as requested by the giver. If the gift is given without a request as per its use, this committee will use its discretion as to the distribution of the gift. It falls on this committee to document all gifts in a permanent record book. We will also provide a Church wish list so that the person(s) gifting the money may have some guidance as to where the Church could use the gifts best. It will also be the function of this committee to acknowledge all gifts given directly to the Church.
3. This committee will consist of five church members who may serve indefinite terms. One member must also be a member of the Consistory, acting as the liaison. It will be accepted standard practice for this group to meet quarterly, or more often if needed. The minutes from each meeting shall be presented to the church secretary and available to anyone for review.
4. There will be two official positions within this Committee. The first being President and the second will be a combination of Vice President, Secretary and Treasurer. (The Vice President designation exists only to conduct a meeting should the President be unable to attend). Any of the members may hold either position, but not both positions simultaneously. The members will approve who holds what position, by vote if needed. There is also a need to declare an Official Recorder, whose task it will be to record all gifts received and memorials in the permanent record book.