

EMMANUEL LUTHERAN CHURCH

THE MEMORIAL COMMITTEE

DESCRIPTION OF DUTIES

APPROVED BY THE CONGREGATION COUNCIL

AUGUST 13, 2019

ESTABLISHMENT

This Committee was established by the Emmanuel Lutheran Church Constitution, Bylaws & Continuing Resolutions, paragraph C13.07.01j

COMMITTEE RESPONSIBILITIES

This document is a more specific description of those duties outlined in paragraph C13.07.01j of the Emmanuel Lutheran Church Constitution, Bylaws & Continuing Resolutions.

The Memorial Committee has the task of maintaining and up-dating a list of suggested memorial gifts to the church. Fulfillment of this task may include selecting, pricing and purchasing memorial gifts as requested.

AUTHORITY

To accomplish this task, this committee is empowered to request from all other current or future committees of Emmanuel Lutheran Church to cooperate and support the work of the Memorial Committee. This committee may also make requests to employees of Emmanuel Lutheran Church in the performance of its work. To the extent that a budget has been provided for the Memorial Committee to perform its work, the committee may expend the budgeted funds as it determines necessary per the monthly budgeted allocation or has been accumulated at the time expenditures are made. The Memorial Committee must follow the policies and procedures set for expenditures by the Congregation Council and administered by the Finance Committee. A policy and Procedure will be developed by the Memorial Committee relating to the acceptance of donations and their subsequent expenditure. As with all policies and procedures, it must be submitted to the Congregation Council for final approval.

The Memorial Committee is subject to the direction of the Congregation Council. This committee has no authority to make changes to its primary tasks or mission without the approval of the Congregation Council. The Congregation Council may revise, add to or withdraw any authority bestowed upon this committee at any time.

Donations made to the Memorial Committee Fund, either specified for a project or purchase or just donated to the Memorial Committee fund to be used by the Memorial Committee as it determines, are not considered an undesignated gift to the church and therefore are not considered Mission Endowment Fund contributions.

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COMMITTEE MEMBERSHIP

The Memorial Committee should have a maximum of eight (8) members with one Memorial Committee member acting as Chairperson for the committee, one acting as secretary/treasurer and with a minimum of one member being a member of the Congregation Council.

Initially, the Congregation Council shall appoint members to the Memorial Committee. Memorial Committee members may serve on this committee until she/he wishes to resign her/his membership. The Congregation Council may also remove a member(s) from this committee as it deems necessary. Vacancies on the Memorial Committee may be filled by recommendations from committee membership or by signing the volunteer sheet for the Memorial Committee during Commitment Week.

COMMUNICATION

On a monthly basis, or as otherwise requested by the Congregation Council, the Memorial Committee Congregation Council representative is requested to provide an oral report of the Memorial Committee's work during the previous month. During this report, the Congregation Council representative may include requests for changes with the committee's work, mission, or budgetary needs. New committee members are oriented into this committee by receiving a copy of this committee description and other information specific to the work of this committee.