
Memorial Gifts Committee

Scope: Keep track of needs that can be memorialized.

Purpose:

The Memorial Gifts Committee has the responsibility to:

Be aware of needed and wanted beneficial for ARBC that are determined to be appropriate for memorializing or honoring persons or groups, recognizing events or special occasions. The committee will be open to all church committees or individual church members for items to be considered for memorializing or honoring.

Administer memorial and honorarium gifts that are designated to the church.

Policy guidance is contained in the Policies and Procedures Manual, Financial Policies, Procedures and Guidelines (Policy #053).

Membership:

Composed of three members nominated by the Nominating Committee and elected by the church for three-year rotating terms which begin in January annually. The Nominating Committee should make an effort to nominate persons who have the knowledge, appreciation, and respect of fine artistic, religious, and cultural decor. Ex-officio members of the committee are a Pastoral staff liaison assigned by the Lead Pastor and a Deacon liaison assigned by the Deacon chair.

Relationships:

The committee assists the church, within the realm of the committee purpose, in fulfilling the church's Mission: To proclaim the Gospel of Jesus Christ and to minister to the needs of our congregation, the community, and the world through the leadership of the Holy Spirit. This committee shall utilize the five Biblical Functions of Worship, Fellowship, Discipleship, Ministry, and Evangelism in meeting the committee's purpose and duties and in communicating, collaborating, coordinating, and cooperating with others. Committee Chair serves as a member of the Church Council. Memorial Gifts Committee shall coordinate and collaborate with the Building and Grounds Committee, Furnishings and Equipment Committee and any other church committee and organization that may benefit from memorial and honorarium gifts.

Duties:

1. All inquiries concerning memorials or honors by friends or family are directed to any member of the committee or through the Lead Pastor to the committee.
2. If the originator of the memorial gifts designates a specific item or utilization of contributed funds, the committee shall make every reasonable effort to abide by the donor's wishes. The committee shall consider such factors as, but not limited to, appropriateness, decorum, space availability, maintenance requirement, potential ancillary impact on the church budget, and operating requirements.

3. Memorial and honorarium funds received shall be deposited to the Memorial Gifts Designated Account.
4. Requests for memorials or honorariums that the committee deems, in any way, questionable will be referred to the Pastoral staff for a joint review and evaluation as to the appropriateness of the proposed gift.
5. If the originator of the memorial gift does not designate a specific item or how funds are to be utilized, the committee may consult with the donor and/or pertinent church councils, committees, or persons in arriving at its determination of appropriate use.
6. It is recommended that the originator make a sufficient monetary contribution to the church to cover the procurement of the desired item(s). This will enable the responsible acquiring committee to purchase items within the established guidelines as stated in church policy and these procedures.
7. Coordinate and collaborate with appropriate committees during the memorializing process.
8. A Memorial Book is maintained to record all gifts given in memory or in honor. Gifts valued at \$100 or more, are also recorded on engraved individual brass plates on the Narthex Memorial Board. The committee will maintain the Memorial Board and ensure its appropriate display.
9. The Church Office is responsible for acknowledging the receipt of all memorial and honorarium gifts.
10. The Church's Financial Secretary shall receive and bank all memorial and honorarium funds and account for the funds in designated accounts. The Financial Secretary shall report balances upon request and upon authorization by appropriate authority disburse pertinent accounts payable by signature of the Church Treasurer.
11. The committee will submit an annual report to the Church Conference on its activities.
12. Meet as often as needed to accomplish the committee's purpose.
13. Invite assigned Pastoral staff and Deacon liaisons to committee meetings and provide a copy of meeting minutes.