

First Congregational United Church of Christ Grand Marais, MN

MEMORIAL COMMITTEE DUTIES AND RESPONSIBILITIES

OVERALL PURPOSE: The purpose of the Memorial Committee is to strengthen the Mission of First Congregational United Church of Christ through gifts received in honor or loved ones, friends or former members of the Church. The Memorial Committee oversees the distribution of the Memorial Fund, working with the donors and current priorities of the church, to see that designated memorials are consistent with the Mission of the Church.

DUTIES AND RESPONSIBILITIES:

1. The Memorial Fund shall consist of money or property given to the Church, as restricted or unrestricted as noted by the donor. Gifts offered in undesignated support of the Church's ongoing expenses will be used where the need is greatest.
2. Memorial Funds are considered for short-term uses only. Unused gifts should be used each year as appropriate to support the Mission of the Church, and not kept for long periods without specific directives from donors.
3. The Memorial Committee shall work with the Board of Directors to establish various needs of the Church that could be addressed by memorial gifts, and communicate these needs to the donors. The Memorial Committee has authority to accept or refuse non-monetary gifts, depending on their congruence with the current Mission of the church.
4. The Memorial Committee will work with the Treasurer and Finance Committee to insure proper deposit and recording of all gifts.
5. The Memorial Committee will write thank-you notes to donors.
6. Once gifts are received, the Memorial Committee will announce gifts to the congregation to help celebrate the individuals honored, and to designate how these particular gifts will be used.
7. The Memorial Committee shall maintain both electronic and paper records of all gifts and will make an annual report to the congregation of gifts received.

ORGANIZATION: The Memorial Committee shall consist of no more than 5 members, and either invited by the Board of Directors or self-nominate. The Church Moderator, Treasurer and the Pastor serve ex-officio, with no vote.

APPROVED BY BOARD OF DIRECTORS 9.9.20.