

MEMORIAL COMMITTEE  
First Christian Church (Disciples of Christ) Sebring, Florida

The memorial committee receives and acknowledges financial gifts in memory of loved ones, and recommends to the church the appropriate use of those funds. Bequests, trusts, gifts in kind, and other receipts conveyed through probate procedures are received by the congregation and handled according to its separate policy. Operating procedures are as follows:

A. Purpose

Recognizing that nothing is permanent other than our God, it is our intention to use Memorial funds for items of lasting value and in keeping with the mission statement of the congregation. If the family of a remembered person expresses preferences, the committee will take those into consideration but is not bound by them.

B. Committee

1. The memorial committee shall be composed of three people selected from the church board. At-large members may be appointed by the Executive Committee from the general church membership to bring the total membership to three, at no time less than three persons.

2. Members shall serve three-year terms, with one chosen each year. Members may serve more than one consecutive term.

3. The committee shall choose its own chairperson each year, and a designated person to handle recordkeeping and correspondence, who is NOT the treasurer of the church.

C. Receiving and acknowledging Gifts

1. Moneys received in the church office, whether by mail, offerings, or hand delivery, shall be given to the designated committee member who will record amount, donor, and honoree.

2. Moneys are then given to the church treasurer for deposit. At all times the memorial record books and treasurer's books shall be in agreement.

3. Gift acknowledgment is sent to the donor, and notice of gift is sent to the family of the person honored.

4. The names of donors, with the person honored, are recorded in the Abiding Memorial Book.

D. Financial reporting

At each church board meeting the church treasurer shall report the status of the memorial fund, and the chairperson of the committee shall report on newly completed and pending projects.

E. Determining Use of Memorial Funds

1. Project requests may be made to any member of the committee at any time.

2. In a timely manner the committee will meet to consider projects, giving thought to current and anticipated congregational need, appropriateness of the project, and availability of funds.

3. The committee chairperson will convey recommendations to the next general meeting of the church board, which must approve all disbursements from memorial funds.

4. When a decision is required on use of memorial funds sooner than the next regular board meeting of the church, the executive committee may make such decision, up to \$500, and report it at the next general meeting.

5. At no time may the committee consider projects that are in conflict with decisions of the church board, or pre-empt the board's decision-making responsibility on all-church projects.

6. The committee may recommend partial participation in a project undertaken by other groups of the congregation. In this circumstance, the memorial committee shall only ~~the~~ advise the affected task group concerning the project.

7. Projects shall be carried out in a timely manner by the persons so designated the official board of First Christian Church.