

APPENDIX 2.1

MEMORIAL COMMITTEE

- PURPOSE** To administer the Memorial Fund of Grace United Church.
- REPORTING RELATIONSHIP** A Sub-Committee reporting to the Worship Committee.
- DUTIES**
1. Communicate the existence of the Memorial Fund to the congregation and to the community (e.g. through funeral homes).
 2. Administer the Memorial Fund.
 3. Receive and acknowledge memorial gifts.
 4. Carry out the wishes of the donor, within the parameters of the committee's guidelines.
 5. Report regularly to the congregation about gifts received or expenditures made.
 6. Report annually to the Worship Committee.
 7. Make entries in the Memorial Book.
 8. Meet at the call of the Chair, no less than twice a year.
- MEMBERSHIP** Shall consist of five members appointed by Council.
Membership term is three years.
There shall be no more than three new members in a year.
- CHAIRPERSON** The committee shall annually elect its own officers from among the committee membership.
- GUIDELINES**
1. Donations should be made through the church office.
 2. The Treasurer will handle all funds and keep an accounting of the interest accruing.
 3. Official receipts will be sent by the Envelope Steward.
 4. Any committee, group or individual within the church may make suggestions for specific items to be considered for acquisition by the Memorial Committee.
 5. All gifts will be used for the work of the church or for the enrichment of worship.