

Memorial Team

Purpose:

To serve the mission of the congregation to proclaim the gospel and of making disciples by assisting the Congregation Council in identifying appropriate memorial (honoraria) items or projects solicited from the Ministry Teams, and in overseeing the acknowledgement of memorial (and or honoraria) funds to donors, and to the persons associated with the donor's gift.

Team Functions/Tasks:

- **Memorial (Honoraria) Gift Opportunities:** To compile an annual or bi-annual list of memorial (honoraria) needs for the congregation solicited from the Ministry Teams, to submit them to the Congregation Council for review and approval, and to publicize them quarterly in church publications.
- **Memorial (Honoraria) Gift Requests:** To receive and to review memorial (honoraria) gift requests from congregation members (above and beyond the approved memorial list), and to make a recommendation regarding the requests to the Congregation Council.
- **Acknowledgements:** To provide for and to oversee the acknowledgement of all memorial or honoraria gifts to the donor, and also to those associated with the person in whose name funds are given in memory or honor.
- **Ministry Team Requests:** To receive and review requests in writing (with all pertinent information and details attached thereto) from the Ministry Teams for the use of memorial funds for current ministry needs, and to make a recommendation to the Congregation Council concerning the requests of the Team.
- **Memorial Book Recordation:** To record and to put in a prominent place a Memorial Book that acknowledges all memorial gifts to the church.
- **Memorial Team Policy:** To make the congregation aware of the Memorial Team's policy for how the Congregation Council manages designated and undesignated Memorial (Honoraria) Gift Funds.

Chair: Elizabeth Franklin

Members: Marcheta Campbell, Kathy Gibson, Rita Busbee, Shirley Fisher, Phoenix Waters