



*Responding to God's Grace in Christ,
we welcome all people, prepare
disciples, and live faithfully through
worship, spiritual growth, and action.*

ST. PAUL LUTHERAN CHURCH, WINTERSET, IOWA

MEMORIAL COMMITTEE CHARTER

AUTHORITY

The Memorial Committee, in accordance with the Constitution of St. Paul Lutheran Church, Chapter C13.06.01, is established as a Congregational Committee.

PURPOSE

This Committee receives material and monetary gifts given to St Paul Lutheran Church, Winterset, from a funeral or as an honorarium. These memorials and gifts may be for a specific purpose for the church or may be given without designation.

COMPOSITION

The Memorial Committee is composed of three members elected by the Congregation Council to three year terms with one member elected each year. Members may serve two consecutive terms. If a member of the Memorial Team leaves the Committee, the Council shall appoint another person to fill that term.

The Committee will appoint one member to serve as chairperson, one member as Memorial Treasurer, and one member as keeper of the Memorial Album. The Council will approve the chairperson and treasurer for the St. Paul Memorial bank account signature card. These signatures will be annually reviewed by the Congregation Audit Team and reported to the Council.

One Congregation Council member will be assigned as liaison to the Committee, will attend meetings when possible, and shall report to the Council on a quarterly basis or as needed. This report will include expenditures and account balance.

MEETINGS

The Memorial Committee shall meet at least quarterly or more often as needed. Meetings will be called by the chairperson of the Committee. If the Congregation Council liaison is not present, notes of the meeting will be provided to him/her.

RESPONSIBILITIES

The Committee may expend undesignated funds at the request of the Council or congregational leaders of committees, teams, or church staff. General areas of use for the memorial funds include worship, fellowship, education, kitchen, office equipment, and church building and grounds.

Expenditures of \$1,000 or more must receive prior Council approval. No memorial gifts will be used for any indebtedness of the congregation (i.e., mortgage) except upon specific request by the donor(s).

The appointed treasurer shall maintain complete and accurate books for the accounts and disburse funds as directed by the Committee. The books shall be maintained in accordance with standard rules and procedures as approved by the Church Council (C13.10.01). The treasurer shall report the memorial fund balance and activity to the church office and Church Treasurer on a periodic basis and at least five days prior to each Congregational annual and semi-annual meeting (C13.10.01). Memorial fund books shall be audited annually by the Audit Committee.

The keeper and recorder of the Memorial Album shall update the Album upon notice of gifts and expenditures of funds. An electronic record of the album shall be developed, updated, and maintained in the church office.

Acknowledgement of Gifts

The gift purchased with memorial funds will be added to the Memorial Album, in lieu of a 'name plate' on the gift. A designated member of the Committee will write a thank-you letter to the family for the gift to the church, indicating how the funds were used.

When the donors of memorials given directly to the church can be identified, the donation will be acknowledged by the church staff (Office Manager) and in coordination with the finance secretary:

- a) On a St. Paul member's record of giving
- b) In a letter to a non-member

CHARTER REVIEW

This Charter shall be reviewed by the Congregation Council Governance subcommittee by October 1, and the Committee leader will provide feedback and suggested revisions to the Congregation Council for Council consideration. Authority for all charters resides with the Congregation Council.

ATTACHMENTS

Attached is the letter sent to donors to acknowledge gifts to St. Paul Lutheran Church.



1120 N. 8th Ave. ♦ Winterset, IA 50273 ♦ 515-462-4270
www.stpaullutheranwinterset.org

00/00/0000

John and Jane Doe

000 Any Street

Town, State 00000

Dear John and Jane,

On behalf of the St Paul Lutheran congregation, I would like to thank you for your gift of \$00.00 for (Jack B. Nimble) on (00/00/0000).

Memorial gifts to (Jack's) church are accepted in reverence and they will honor (Jack's) memory.

May the Lord bless you and this gift.

In His name,

Patricia K. Nelson,

Member of St Paul Memorial Committee