



*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, music, fellowship, Christian education, kitchen, office equipment, church building, church 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

When families designate St. Paul Lutheran Church as the recipient of memorial gifts, the following steps will be utilized:

- 1) The church (Office Manager, Memorial Committee, or Pastor) receive memorial gifts from the family.
- 2) The office manager sends a letter to the family, acknowledging receipt of the gift, and asks the family to complete the Guidelines for Receiving and Disbursing Memorial Gifts form, indicating how the family desires the gift be used.
- 3) Copies of the completed Guidelines for Receiving and Disbursing Memorial Gifts form shall be sent to the Council President, Memorial Committee chair, and be placed in the Memorial Committee file in the church office.
- 4) If the family does not return the Guidelines form, the funds will be listed as undesignated.
- 5) When the donors of memorials given directly to the church can be identified, the donation will be acknowledged by the Office Manager, Finance Secretary, and/or the Memorial Committee as follows:
 - a) Church Member: The memorial will be recorded on the member's record of giving by the finance secretary. A thank you letter need not be sent to the church member.
 - b) Non-Member: The Office Manager will create a letter of acknowledgement and thanks using the form letter attached to this charter. The Office Manager will contact the Memorial Committee to sign the letters.
- 6) Funds will be given to the Memorial Committee treasurer for deposit in the Memorial account.
- 7) When the memorial gift is spent, another thank you letter signed by the Memorial Committee will be sent to the family, naming the item or area for which the monies were used.
- 8) The gift purchased with memorial funds will be added to the Memorial Album, indicating the honoree and the donating family or individual.

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

1. Letter to send to non-member donors upon receipt to acknowledge gifts to St. Paul Lutheran Church.
2. Letter to send to family to request their desire regarding gifts given to St. Paul in memory or honor of a loved one.
3. Guidelines for Receiving and Disbursing Memorial Gifts form for families to use to designate their desires for use of gifts.
4. Letter to send to family upon use of the funds.



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



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, we thank you for designating gifts to St. Paul Lutheran Church in memory (honor) of (loved one). We appreciate the value of this gift and wish to disburse it as you desire. Included in this letter is a form for you to tell us how would prefer the gift be used.

Additionally, we will acknowledge the honoree and donor of the gift and its use in our permanent Memorial Album.

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,

Meisha Sible

Office Manager



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

Guidelines for Receiving and Disbursing Memorial Gifts

The following are guidelines for families or individuals who wish to give a gift to St. Paul Lutheran in memory or in honor of a loved one.

1. Monetary memorials may be assigned to a specific item or to a designated area(s) or may remain 'undesigned' with the Memorial Committee or Church Council suggesting a purpose for the funds.
2. You may choose to designate a general area of use for the memorial gift. General areas are worship, music, fellowship, Christian education, kitchen, office equipment, church building, church grounds.
3. Your memorial gift, whether undesigned or designated, may be combined with others for larger purchases.
4. Please complete the following information and return this form to the Office Manager.

Date _____ Name of honored one _____

_____ Undesignated Amount \$ _____

_____ Specific item _____ Amount \$ _____

_____ Designated area _____ Amount \$ _____

Name of family/individual donor _____

Address: _____

Phone Number _____ Email Address _____

OFFICE & MEMORIAL COMMITTEE USE:

Received date: _____ by (name) _____

Acknowledgement letter sent (date) _____ by (name) _____

Description of Disbursement/Utilization/Purchase with funds _____

Family notified of disbursement (date) _____



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, we thank you for your gifts to St. Paul Lutheran Church in memory (honor) of (loved one). We appreciate the value of this gift and have used the funds to purchase xxxx

Additionally, we have named Jack and your family name as donors of the gift of xxx in our permanent Memorial Album.

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

May the Lord bless you and this gift.

In His name,

Patricia K. Nelson,

Member of St Paul Memorial Committee