

# MEMORIAL COMMITTEE

- a. Keep an accurate record of memorials purchased in the memorial book.
- b. Update the memorial tree.
- c. Make an annual report for the yearbook, listing the activities and any memorial purchases through the year.
- d. Be aware of the needs or desires of the various committees and church in general that would be a suitable memorial.
- e. Present a plan to the church board for approval.
- f. Discuss the suggested purchase with the family to get its approval and input for the use of the memorial funds for loved ones.
- g. If approved by the board and family, make the purchase.
- h. Once a purchase is made, make the necessary plans with the pastor and the church board for an appropriate dedication service.