

## **SOP – MEMORIAL COMMITTEE**

Adopted 4/4/18

### Duties of the Memorial Committee:

- The Memorial Committee has the authority to approve or disapprove requests for spending money out of the Memorial Fund.
- When possible, the Committee should consult with a family member regarding the expenditure.
- Upon the Memorial Committee's approval, they shall submit an itemized spending proposal to get approval by Council.
- They shall send out Thank You cards to people making a bequest of money to the church.
- A Thinking of You card will be sent to a family member on the first anniversary of their loved one's passing.
- A member's name will be entered in the Memorial Book upon their passing
- The Memorial Fund Report will show expenditures for the year under a subaccount. At the end of the calendar year, those expenditures will be shown coming out of an individual's Memorial Fund.