

WOODCLIFF UNITED CHURCH MEMORIAL COMMITTEE

Love is patient, love is kind...it always protects, always trusts, always hopes, always perseveres. Love never fails.

I Corinthians 13:4,7,8

The Memorial Committee (Committee) of Woodcliff United Church (WUC) is grounded in love, love for family members and friends that prompts people to give money to WUC in their memory or as a way of honouring them. We are reminded of this love in the words of Paul writing to the Christian community he established in Corinth.

The Memorial Committee of WUC is a sub-committee of the Worship Committee. Its work is governed by the Worship Committee which consults with the WUC Council for the disbursement of memorial funds. Memorial funds are restricted-use funds given to the church in memory of a deceased person or as a way of honouring a living person. Memorial funds are held in trust by WUC until a decision is made about the disbursement of the funds. It is the work of the Committee to make recommendations to the Worship Committee regarding the disbursement of these funds.

Memorial funds are not to be used for the daily operation of the church, but are to be used for special gifts to WUC or special projects at WUC. This is sacred and holy work, requiring sensitivity, wisdom, and prudence in making decisions regarding the disbursement of memorial funds and also in consulting with families about gifts for WUC.

Tasks

The tasks of the Committee include:

- receiving quarterly updates from the Treasurer about the status of the Memorial Fund (Fund)
- receiving, from the Envelope Secretary, the names of donors and the total amount donated to the Fund in the name of a loved one
- informing families about the total amount of money donated in the name of their loved one
- sending acknowledgement cards thanking individuals for their donations to the Fund
- creating a Wish List, in consultation with the standing committees of WUC, Council, and the Congregation for special gifts or projects that would enhance WUC ministries
- consulting with families as to suggestions they may have for the disbursement of funds donated in memory or honour of their loved one
- bringing recommendations to the Worship Committee for purchases using memorial funds. The Worship Committee may approve purchases up to a maximum of \$1,000 per item. Purchases over \$1,000 must be ratified by Council
- informing the Congregation about purchases that have been made using the Fund
- bringing recommendations to Council, through the Worship Committee, for memorial gifts in kind that are offered to the Congregation. Council is responsible for approving acceptance of such gifts. The Committee is responsible for informing the donor if the donation is acceptable to the Congregation

- participating in worship services to dedicate memorial gifts, as required, in consultation with the Worship Committee and the Minister
- informing the Congregation, on a regular basis, of the existence of the Fund and the Wish List
- maintaining a Book of Memories, listing the gifts purchased for WUC through memorial funds and the names of the persons to whom gifts have been dedicated
- undertaking research, in conjunction with the committee or person requesting the gift, to find specific gifts
- ensuring, with the assistance of the Duty of Care Committee, that all Committee activities adhere to the WUC Duty of Care Policy and Guidelines
- preparing a report of the activities of the Committee to be included in the Annual Report of WUC
- ensuring that volunteers who contribute to the activities and programs of the Committee are recognized

Accountability and Communication

The Committee is accountable to the Worship Committee of WUC.

The Committee shall meet as least twice a year and more often as circumstances require. The Committee shall report to the Worship Committee at least twice a year. Minutes of Committee meetings shall be provided to Council and staff, made available to the Congregation upon request, and archived in the Church Office.

Confidentiality must be exercised in the work of the Committee to protect the privacy of families and individuals who make donations to the church.

Communication with the Congregation regarding Committee matters shall occur throughout the year using methods such as:

- personal conversations
- the Woodcliff Messenger
- service bulletins
- information offered during Sunday morning worship services

Human Resources

The membership of the Committee shall include a Chair and at least two (2) other people. One of the members of the Committee will act as the recording secretary for each Committee meeting.

Members of the Committee should possess discernment, interpersonal skills, and sensitivity to the needs of grieving families. Knowledge of accounting practices and research capabilities are assets.

Financial Resources

The Worship Committee shall make provision for any budget needs required by the Committee.

The Memorial Committee portion of the WUC Committee Structures document was originally approved by Council on February 21, 2017.

Last revision: _____