

## TERMS OF REFERENCE

### MEMORIAL FUND COMMITTEE

#### **Purpose**

The Memorial Fund has been established to allow relatives and friends of a deceased member or adherent of Metropolitan United Church to make a memorial donation. Donations to the Memorial Fund may be made at any time, or annually in remembrance of loved ones, and as a living tribute to honour a dedicated member of the church.

#### **Fundamental Principles**

Donations are received and held in trust until a suitable gift has been chosen. These donations are not used for any other purpose. All gifts are managed by the Memorial Fund Committee. With guidance from this Committee, bereaved family members may wish to direct funds to enhance the life and work of Metropolitan United Church. The funds are maintained in a bank account/restricted fund and are not used for any part of the operating needs of the church.

#### **Priorities**

1. To promptly acknowledge the donor donation with a thank-you letter.
2. To notify the family of the donor's name and address.
3. To contact relatives when donations in memory of their loved one reaches \$500.<sup>00</sup>. Family members may wish to consider the interests of the deceased and direct the memorial contributions to a specific gift for use in the life and work of Metropolitan United Church.
4. To initiate the gift purchase process requests in a timely manner.
5. To update the Memorial Book with current information regarding all honourees and gifts purchased.

#### **Gift Purchase Process**

1. The Memorial Fund representatives contact designated ministries within Metropolitan such as worship and music ministries, children's and youth ministries, property group and office staff to create a list of possible gifts which would enhance the life of Metropolitan.
2. The Memorial Fund Committee, based on information received from each department, will categorize and prioritize all the needs.
3. At the time of the donation, the Church Administrator will promptly acknowledge the donor donation with a thank-you letter and will notify the family of the donor's name and address.
4. When it is apparent most donations have been received, the Memorial Fund Committee will determine the honouree's fund category. *See Definitions below.*
5. The family members are contacted if the donations in memory of their loved one are determined to be designated funds.
6. Two Memorial Fund Committee members will arrange to meet with the family to discuss and assist with the selection of a memorial gift using the gift list as a guide.
7. The appropriate departments ... the department receiving the gift and the Church Administrator ... are contacted when the request is approved. The gift purchase process is then initiated.
8. Combined undesignated gift monies will be applied to the gift list and the purchase process is initiated.

9. The Memorial Fund Committee tracks all funds received and dispersed. This information is verified against monthly reports provided by the office staff to the Chair of Memorial Fund Committee.
10. The family will be notified when procurement of a gift is complete.
11. An assigned Memorial Fund representative will update and maintain the Memorial book in the Great Room.

## **Duties and Responsibilities**

### **1. Chairperson**

- a. Reviews all financial records monthly and reports any discrepancies to the Finance Committee.
- b. Prepares and forwards to the Finance Committee a monthly report which will include current balances of designated and undesignated funds, pending purchases, all new honourees and current activities (e.g., website, projects).
- c. Chairs monthly Memorial Fund Committee meetings and oversees all related business.
- d. Receives correspondence and responds in a timely manner.
- e. Advises the office staff when there are changes to be made to the existing donor card for the Memorial Fund.
- f. Forwards appropriate reports and correspondence to appropriate committee members.
- g. Ensures thank-you letters have been sent out to donors.
- h. Ensures family members are aware that donors have been thanked and that the family has received a list of donors.
- i. Along with a Memorial Fund representative, visits family members to offer guidance in gift designation.
- j. Ensures Memorial Fund minutes and summary records are available for future reference.
- k. Reviews and revises Memorial Fund materials annually. For example, donation cards, brochure, website, tracking records, purchase requisition, standard correspondence to donors and family members (e.g., thank-you notes, lists to families, etc.).
- l. Categorizes donations as designated and undesignated funds and tracks distribution of such funds.
- m. Reports annual goals and objectives to the Finance Committee monthly.
- n. Ensures the Memorial Fund activities are administered in an appropriate manner so that the purpose of the fund is achieved.
- o. For the congregation, prepares an annual report to include: Memorial Fund income, purchases, balances, activities and all honourees.
- p. At the first meeting of the new term each year, reviews this Terms of Reference and the Risk Management policy with committee members. If changes are made to the Terms of Reference, it is sent to the Board of Elders for approval.

### **2. Church Administrator**

- a. Maintains current financial records of Memorial Fund donations and disbursements. Income records include the date of the deposit, the amount donated, the name of the donor(s) and the name of the honouree. Expenditures identify relevant details as documented on the Memorial Fund purchase order forms, and transfers of memorial funds.

- b. Obtains the Memorial Fund Committee Chair's signature on all purchase orders to be expensed to the Memorial Fund before processing donor gift purchase applications.
- c. Assembles a monthly financial report of Memorial Fund records and forwards the report monthly to both the Chair of the Memorial Fund Committee, and to the Church Treasurer.
- d. Informs the Chair of the Memorial Fund Committee of scheduled funerals and memorial services for Church members at Metropolitan so that arrangements can be made expediently for a member of the Memorial Fund Committee to set up appropriate Memorial Fund displays.
- e. Ensures that the Chair of the Memorial Fund Committee receives a list of all honourees on a regular basis, as all honourees are listed in the Chair's documented annual report to the congregation.

### **3. Church Office Assistant**

- a. Ensures donation cards and envelopes are readily available and accessible to visitors at the church office.
- b. Acknowledges receipt of memorial donations by sending a thank-you letter to each donor.
- c. Informs the family of the deceased that memorial donations have been received, thank-you letters have been sent to the donors, and provides the family with a list of donors and their addresses usually within six weeks of the initial donation.
- d. Enters memorial fund information into the church's computerized database program to ensure memorial donations are receipted at year end.

### **4. Church Treasurer**

- a. Monthly forwards Memorial Fund financial reports to the Chair of the Memorial Fund Committee. These reports provide itemized listings of both income and disbursements. The income side provides the names of honourees, the donors, and the total amount donated in each month.
- b. Communicates in writing all appropriate financial directives from the Board of Elders and from the Finance Committee to the Chair of the Memorial Fund Committee.

### **5. Representative (Member at large)**

- a. Attend monthly Memorial Fund Committee meetings as a representative of a designated area of the church.
- b. Determine assignment/role within Memorial Fund Committee; that is, Secretary or Representative.
- c. Review Memorial Fund monthly financial statements and provide feedback at monthly meetings.
- d. Visit family members as required.
- e. Update prioritized list of memorial gifts.
- f. Ensure ample supply of memorial cards is available throughout the church and at all funeral homes in London.
- g. Ensure ample supply of Memorial Fund brochures are on the racks near the Great Room and on the tables in the Narthex.
- h. Ensure tables, donation cards and envelopes, and brochures are arranged for funeral or memorial services at Metropolitan.
- i. Maintain the Memorial Book by entering all honouree names and gifts. Donors and monetary amounts are omitted.

- j. Participate in Memorial Fund Committee projects as designated.
- k. Promote the Memorial Fund.
- l. Review yearly the memorial donation cards, web page and brochure.
- m. Attend memorial fund table at memorial/funeral services at Metropolitan according to a previously organized schedule for such attendance/support.

#### **6. Finance Committee Representative**

- a. Reports to Finance Committee the current activities of the Memorial Fund Committee.
- b. Acts as an ambassador for the Memorial Fund Committee.
- c. Assumes designated Memorial Fund responsibilities.

#### **Membership**

The Memorial Fund Committee is comprised of a minimum of five (5) volunteer resource members who have prior experience on committees/ministry teams:

- a. Four (4) members at large who each serve on a rotating basis for a 3-year term, and
- b. One (1) member of the Finance Committee.

The Chair of the Finance Committee is an automatic member, and is not required to attend meetings, but has the right to attend without being invited. The role of the Chair of the Memorial Fund Committee is decided by the Memorial Fund Committee members. The committee member named to fill this role is approved by the Finance Committee.

#### **Membership Term**

Members serve for a three-year term and, if in good standing, may be eligible for re-appointment for a length of term to be decided upon prior to the end of term. Each year the Volunteer Coordinator shall provide names of members at large, and the Memorial Fund Committee shall be responsible for the candidate selection.

#### **Frequency of Meetings**

Meetings are held monthly with the exception of July and August when no meetings take place. Meetings may be added or cancelled at the call of the Chairperson depending on Memorial Fund activities. Meetings are regularly scheduled one week prior to Finance Committee meetings.

#### **Quorum at Meetings**

The majority plus one of the members of the total Memorial Fund Committee voting membership present in person or by phone shall constitute a quorum.

#### **Minutes at Meetings**

At each meeting, a summary of discussions, recommendations and decisions is recorded and the summary is filed.

#### **Other**

##### ***Donation Cards***

Donation cards and envelopes are available at the Metropolitan United Church office and at all funeral homes in London. Since funeral homes are unable to accept donations, memorial cards may

be completed and mailed or brought to the church office. Also, donations may be made through the church's web page.

### **Financial Records**

Memorial Fund Committee financial records are regularly reviewed and filed in the archives at Metropolitan United Church.

### **Definitions**

**Designated Gifts** to the Memorial Fund are considered by the families of deceased individuals when donations to the Memorial Fund exceed \$500.<sup>00</sup> for each honouree.

**Undesignated Gifts** to the Memorial Fund are considered when donations are not designated by the family for any specific purpose.

**Memorial Fund Committee** is a team of Metropolitan United Church Members who administer the Memorial Fund Ministry and report to the Finance Committee.

**Memorial Book** is a permanent record containing a description of a gift name, date, and the name of the person honoured.

### **Resources**

- Annual Reports Metropolitan United Church 1984 to 2002
- Stewards Reports Metropolitan United Church 1984 to 2002
- Appropriate Metropolitan staff provide consultation and administrative support

### **Related Documents/External Resources**

United Church of Canada [Financial Handbook for Congregations 2010](#), sections 5.5, 5.6, 5.6.1, 5.6.2

<b>MEMORIAL FUND COMMITTEE</b>	
<b>Approval Meeting of Board of Elders:</b>	<b>May 2013</b>
<b>Approval Meeting of Memorial Fund Committee:</b>	<b>May 2013</b>
<b>Previous Version Date:</b>	<b>April 2013</b>
<b>Committee Responsible:</b>	<b>Memorial Fund Committee</b>