



**ST. PAUL EVANGELICAL LUTHERAN CHURCH
CONTINUING RESOLUTION
ESTABLISHING A CHARTER
FOR THE MEMORIAL COMMITTEE**

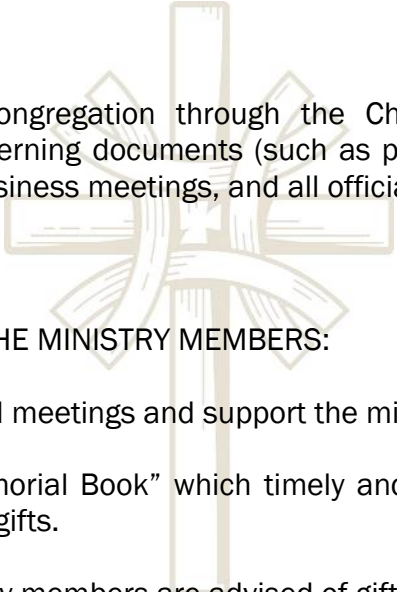
In accordance with the requirements of the Constitution and Bylaws of St. Paul Evangelical Lutheran Church, the Congregation Council does hereby establish a Memorial Committee, to be organized and to operate as follows:

COMPOSITION: The Memorial Committee shall consist of an appointed Chair and at least four (4) but no more than six (6) members, all of whom will be appointed by the Congregation Council. Appointment to the Committee will be for a term of two (2) years with members eligible to serve not more than two (2) consecutive terms. A member may be eligible to serve again on this Committee after a one year period of separation from service to this committee has occurred.

MISSION: The Memorial Committee's mission will be to oversee memorial gifts and honorariums for the ministries of St. Paul Evangelical Lutheran Church. This mission shall be conducted prayerfully so the gifts may be used to the glory of God.

RESPONSIBILITIES OF THE CHAIR: The Chair of the Memorial Committee shall be responsible for the following :

1. Ensure meetings are conducted in accordance with Robert's Rules of Order, latest edition (see Section C10.07 of the Constitution of St. Paul Evangelical Lutheran Church).
2. Call meetings of the Committee with sufficient regularity to ensure its business is conducted efficiently and in a timely manner.
3. Ensure minutes are taken at every meeting of the Memorial Committee where there is a quorum.
4. Ensure Conflict of Interest statements are completed annually by each Committee member and submitted to the Congregation President or the Church Administrator annually as required by Section C12.05.01 of the Bylaws.
5. Ensure that all financial activities are conducted in accordance with the policies and procedures established for the Congregation.
6. Review the financial reports provided by the Church Finance Office.
7. When necessary, coordinate the expenditure of memorial funds with appropriate St. Paul ministries.

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8. File with the Congregation through the Church Administrator the Committee's governing documents (such as policies and procedures), minutes of its business meetings, and all official correspondence.

RESPONSIBILITIES OF THE MINISTRY MEMBERS:

1. Attend scheduled meetings and support the mission of the Committee.
2. Maintain a "Memorial Book" which timely and accurately records the use of memorial gifts.
3. Ensure that family members are advised of gifts as they are received.
4. Prayerfully consider and approve or disapprove requests for the use of memorial funds.
5. Ensure an article is provided for each monthly Epistle summarizing the activity of the Memorial Committee, including information about memorial gifts received (names of those honored or memorialized) and expended (purposes).

KENNETH WUNDERLICH
Congregation President

OLA FISCHER
Congregation Secretary