Fairfield Glade Community Church

MEMORIAL COMMITTEE

Standing Operating Procedures

DATE APPROVED: March 8, 2018

MISSION STATEMENT: The mission statement of the Memorial Committee is to support the official Board of the Fairfield Glade Community Church and its members in coordinating and monitoring activities both during and following a scheduled memorial service for an individual. The committee also oversees Flag raising /lowering on designated holidays and assures appropriate care and maintenance of Veteran Flags held in the care of the church.

MEMBERSHIP: The membership of the Memorial Committee will consist of a minimum of 12 members. There are currently 18 plus ex-officio members consisting of the Pastor and the President of the Official Board. There is one chairperson, one co-chairperson and one minutes clerk. New chairperson and members will be nominated for Board approval during October of each year. Members will serve three year terms, but may request one year extensions from the Board.

MEETINGS: The Memorial Committee will meet at least quarterly.

REPORTS:

1. The Chairperson of the Memorial Committee will assure that the minutes of each meeting are submitted to the Board following each meeting.

2. The Chairperson of the Memorial Committee will prepare and submit an annual report on the activities of the committee during the year and anticipated actions to be undertaken in the next year to the Board and the church Administrative Assistant during December of each year, for inclusion in the Fairfield Glade Community Church Annual Report.

DUTIES:

1. The primary duties of the Memorial Committee are: Expressions of sympathy to the family.

 A. Upon notification of a scheduled memorial service, the chairperson

 will contact the family to (1) inquire how many family members

 will be present and/or to inquire about special seating requests (i.e.)

special club members); (2) offer a Blessed prayer shawl. (3) inquire about a reception. (4)inquire if there are specific donation/charity requests. (A donation box is to be placed on the memorabilia table

for donations during the reception. All donations will be given to the church treasurer to assure that funds are distributed appropriately and as designated. The chairperson will notify all committee members of the scheduled date and time to assign ushers and greeters for the service based on individual committee members’ desire and availability to serve.

b. The chairperson shall designate a committee member to update the plaque listing deceased members hanging to the left of the entry doors to the sanctuary. The engraving is done by the Crossville Trophy Shop.

 c. Prepare the sanctuary prior to the service.

 d. If requested by the family a reception will be held in the fellowship

 Hall (see sub-committee duties).

 e. Secure the sanctuary and church at the conclusion of the

 serviced/reception.

 f. Secure guest book(s) and (at least one) service bulletin for the family.

2. The primary duties of the individual committee members, when present,

 is to serve as ushers and/or greeters for the service and to remain

 attentive to the potential needs of the family and guests.

COORDINATING REQUIREMENTS: Other than the family members of the deceased, the Memorial Committee contact is normally with church staff.

FUNDING: The Memorial Committee will prepare and submit a budget request to the Finance Committee not later than September 15, each year and obtain necessary approvals prior to purchases.

SUB-COMMITTEES:

Memorial Receptions: (See attachment for suggested Fellowship Hall room set-up)

1. Contact the family to offer a reception following the service. The

 staple menu includes cookies, punch, coffee, etc. The Committee

 cannot accommodate luncheons/dinners.

2. Recruit and coordinate volunteers to provide the baked goods

 required for the reception. The committee will absorb a maximum

 amount of $199.00 if outside ordering is needed.

3. Recruit and coordinate volunteers for set-up, serving and clean-up[.

4. A pre-stocked utility cart is kept in the storage room next to the

 kitchen. Commonly used items such as a punch bowl, serving

 trays, plastic punch glasses, Styrofoam cups, paper napkins, sugar

 creamers, coffee urn… three prepared table cloths are hung next

 next to the cart.

VETERAN FLAGS:

1. Recruit and coordinate volunteers for the raising and lowering of flags on designated holidays.

2. Recruit and coordinate volunteers to fold flags and assure the proper folding and storage and of the flags following their display.

GUIDELINES:

1. Only U.S.A. flags provided by widows, widowers or parents/children and given to them by the United States Government upon a veteran’s

death will be displayed.

2. Flags honoring veterans of any of the United States military forces will be displayed.

3. Each Flag will be name marked to honor the specific veteran and for identification to return the flag if requested.

4. Flags will be on loan to Community Church in the care and custody of the Memorial Committee. Flags are to be displayed inside or outside on days selected by the Board. It is anticipated that flags will be displayed on Memorial Day, Flag Day, Independence Day, Veterans Day and other times that may seem apropros.

5. The only person who can request the return of a flag from Community Church is the person who initially entrusted the flag to the church or another person, as designated by the family in writing. Should a flag be removed from the care of the church, the veteran’s name is to be removed from the list of honor in the memorial flag cabinet. The veteran’s name should be removed from the plaque by the big flag out front as well.

6. Any member of the Fairfield Glade Community Church qualifies should their spouse, parents, son or daughter be a deceased veteran.

7. Former members of Fairfield Glade Community Church will be considered by the committee and the Official Board if they qualify under the guidelines at their request.

8. The family of the deceased will be given the opportunity to give gifts toward the cost of the flag pole, which is approximately $75.00each. General funds given in memorials will be used as appropriate and as available.

9. When a flag is to be retired because of wear, it is to be folded in the usual tri-fold and permanently retired in an honorable state in the Memorial Flag Cabinet. The name of the individual, whose flag is to be retired, is to be added to a plaque so designated and displayed at the base of the large flag pole when flags are displayed on individual poles.

Submitted by Dwain Graham, February, 2018