

## **Continuing Resolution Authorizing a Memorial Fund Board**

The purpose of the Memorial Fund Board is to approve and oversee projects that are to be funded by Memorial Funds, the Greater Messiah Fund, and any other funds authorized by the Hub. The Memorial Fund Board may request that additional funds be made available by the Hub if necessary.

The Memorial Fund Board will consist of a chairperson appointed by the Hub and additional board members selected by the Memorial Fund Board chairperson.

### **Guidelines to be followed:**

All projects will be initiated with an information sheet indicating all details of project involving expenditure of memorial funds - specific written proposal with signature.

Project requests will be submitted to the Office Manager, who will keep a notebook of submitted projects and document those approved, denied and project completion.

The Office Manager will be responsible for keeping the Memorial Book up to date.

Memorial Fund Board in conjunction with the Office Manager shall sort out memorial vs. maintenance projects and how they fit into church mission.

Each new project needs a designated project leader to see the project through to the end. The Board determines if the project is a go or not. The Memorial Fund Board does not make the project happen.

Expenditures of up to \$2000 may be made from Memorial Fund without Hub approval.

If a project requires funding in excess of \$2000 or if funding from congregation is needed, the proposal must be presented to the Hub before it is carried out.

The Memorial Fund Board may ask for special solicitation of funds with prior Hub approval.

The Memorial Fund Board will provide quarterly updates to the Hub and to the congregation when projects are in progress.

Adopted January 13, 2011