

COMMITTEE NAME:	Memorial
Co-chairpersons:	Mary Anne Schneider 847-358-7684 schneidermas@sbcglobal.net Bob Schneider 847-358-7684 robtschneider@sbcglobal.net
General committee information:	The purpose of the MEMORIAL committee is to monitor and record receipts of memorial donations received in memory of members of the congregation, its family and friends. Additionally, it is responsible for overseeing the expenditure of these donations in a manner that they provide a living memory through the enhancement of the church building, the worship setting and for the overall wishes of the family for which the donation was received.
Areas where we need the most help:	
Want to start getting involved but are not sure where to start?	Contact one of the chairpersons or a committee member, or attend one of our committee meetings to better understand what we do and to see how you might be able to share your talents and time with us.
Want to sign up for a job that is a one-time event and not on-going?	Sign up to create a spreadsheet of all Memorial history (receipts and disbursements), for both the Memorial Fund and the MEF Music Fund.
TASKS	DESCRIPTION OF TASK FREQUENCY/TIME COMMITMENT/SKILL REQUIRED
Committee Member	Attend meetings (about 4 times a year); gather, discuss, research and approve expenditure options.
Secretary	Take minutes at meeting and send to committee members / synopsis to Church Secretary.
Financial Secretary	Check Memorial mailbox periodically for receipts and disbursements; update spreadsheets and report financial status at meetings; prepare year-end numbers for Annual Report.