

Job Description for the
Memorial Committee
1st UMC of Valley Center

The Primary Task of the Memorial Committee

To serve Christ through receiving and administering all memorial gifts given to the church.

Responsibilities of the Memorial Committee

1. To observe, listen for and actively seek information about needs within the church for scholarships and items that could be purchased by memorial funds that would enhance the ministry of First United Methodist Church.
2. Work with family members of the person for whom memorial funds have been given in order to use the gifts in ways that will please the family.
3. Coordinate the purchase of furniture and other items to be kept in the church building with the Board of Trustees.
4. To turn down those gifts or proposals that do not complement the mission, ministry, goals, or facilities of the congregation.

Helpful Skills and Interests

1. Genuine interest in concern for people.
2. Ability to listen to and communicate with people of all ages.
3. Ability to maintain confidentiality.