

04-11-2022

**First Lutheran Church
Hayward, Wisconsin**

Columbarium and Memorial Wall Governance Structure

STATEMENT OF PURPOSE

The First Lutheran Church Columbarium and Memory Wall (FLCCMW) is a ministry of the congregation organized to provide a service for members by developing a church-based repository for cremated human remains and to memorialize loved ones of congregation members. In this way, FLC carries on the historic tradition of emphasizing the physical and spiritual bonds of the church and its members as part of the body of Christ throughout eternity.

GOVERNANCE

The FLCCMW is operated under the guidance and control of the First Lutheran Church Columbarium Committee.

Committee Membership

The Committee shall consist of a minimum of three and a maximum of seven members. A pastor of the congregation shall serve as an ex-officio member of the Committee. Committee members shall be members of FLC and/or a columbarium niche owner.

TERM OF OFFICE

Committee members are elected for a term of four years and may serve for up to three consecutive terms.

ELECTION OF COMMITTEE MEMBERS

New Committee members are elected by the current Committee members and are reported at the annual meeting of the congregation.

OFFICERS AND DUTIES

The Committee shall elect from its members the following Officers. Offices may be combined, e.g. Secretary-Treasurer.

Chairperson

The Chairperson (Chair) is the chief executive officer of the FLCCMW Committee. The Chair has the responsibility of overseeing the operations of the FLCCMW including sale of niches and memory wall plaques, being the contact person for inquiries, chairing the Committee's nominating committee and carrying out other duties as determined by the Committee.

Vice Chairperson

The Vice Chairperson shall act in the absence of the Chair and shall be the Committee's liaison with the FLC Council.

Secretary

The secretary shall be responsible for maintaining a register of niche owners, memory wall purchasers and niches and memory wall plaques available for sale, and the names and dates of those interred in the FLCC. The Secretary shall maintain pertinent records and meeting minutes.

Treasurer

The Treasurer is the chief financial officer and shall have the responsibility of maintaining and monitoring all accounts and working with the appropriate congregation staff. The Treasurer shall recommend investment procedures for the Perpetual Care Fund, monitor performance of the investments, and report to the committee and the congregation.

MEETINGS

The Committee shall establish its schedule of meetings. It shall meet at least annually. Meetings shall be announced in advance and shall be open to all niche owners and /or families of niche owners, congregation members and other interested parties.

DUTIES OF THE COMMITTEE

The committee will have the following responsibilities

- A. Develop, operate and maintain the Columbarium and Memory Wall.
- B. Establish policies and procedures for operating the Columbarium and Memory Wall.
- C. Invest and monitor the Perpetual Care Fund.
- D. Approve all expenditures to operate and maintain the Columbarium and Memory Wall.
- E. Prepare and present an annual report to the congregation.
- F. Comply with all federal, state, local and church regulations regarding the operation of the Columbarium and Memory Wall.
- G. Secure all needed insurance and bonding as required by law or prudent management.
- H. Conduct all necessary business relating to the Columbarium and Memory Wall, including:
 1. Delivery and receipt of all niche and memory wall applications
 2. Maintain records of current reserved niches and plaques and new "rights of inurnment".
 3. Receive name, date of birth, date of death and arrange for engraving of such on the niche or plaque.
 4. Maintain a second set of applications in a second, safe location, or off site.
 5. Keep all financial records pertaining to the columbarium and memory wall.
 6. Issue certificates with inurnment rights to all purchasers.

AMENDMENTS

Amendments to the above articles shall be presented and discussed at a regular or special meeting of the Committee. Action on the amendment shall be taken at the subsequent Committee meeting. Amendments will be forward to the FLC Council for approval.

Adopted by the FLCCMW Committee on 3/24/2022 and approved by the FLC Council on 4/11/2022.

Revised by the FLCCMW Committee on _____ (date) and submitted to the FLC Council on _____(date)