

## Memorials Family Liaison Job Description and Purpose

### Purpose:

- to extend appreciation to families who have designated Chatham UMC for memorial gifts in honor of loved ones
- to help families designate a specific use for memorial gifts given to Chatham UMC
- to interface with staff, Trustees and other groups to gather and prioritize ministry and facility needs which could be addressed with memorial gifts
- to keep a current list of needs, estimated costs, timelines, etc. for use with families seeking guidance
- to help families designate memorials funds in ways that support the mission, vision and purpose of the church and give glory to God
- to link (“liaison”) families with the Endowment Committee and with the church office, to ensure that all communication about the receipt, acknowledgement, consultation and dedication of memorial gifts, is clear and current
- to write thank you notes, on behalf of the church, to families who have designated memorials gifts for church use
- to participate in the All Saints Day dedication of memorial gifts (or to designate another member of the Endowment Committee)
- to keep a log/record of memorial gifts and their usage, in conjunction with the church office

### Timeline of Tasks:

#### Within a few weeks of a funeral service

- contact church office for information about memorials given and acknowledged
- contact family members, pay a personal visit if possible, in order to thank them for their generosity in honor of their loved one, and to ask whether they have any preliminary suggestions for using the memorials received
- provide suggestions/brochure based on previous conversations with staff, Trustees and others
- when agreement is reached, communicate decision to pastor, office staff, and Endowment Committee
- when gift is used and something is purchased, send a thank you note to the family, or ensure that the appropriate Staff/Trustees member does so, acknowledging the purchase and its significance to the ministry of the church

#### Monthly

- report to Endowment Committee the status of memorials gifts and contacts

#### Quarterly

- check in with Staff, Trustees and others about emerging needs
- update brochure with current needs information

#### Annually (leading up to first Sunday of November)

- assist church office in preparing All Saints/Endowment dedication brochure
- assist in All Saints Day service, announcing and dedicating gifts