

Memorial Subcommittee Charter

Date: October, 2023

Responsible to: Minister and Membership Committee

Subcommittee Co-Chairs Anne Monnier, Peggy Koulias, Leslie Speed

Memorial Garden: Peggy Koulias, Leslie Speed, Ann Scolnick, Debbie Cohen, Marsha Tovin, Jim McKenna

Memorial Services; Anne Monnier, Leslie Speed, Ann Scolnick, Mary Bly, Nancy Wilkow, Larry Wilkow, Judie Gardner, Brigitte Zimmer, Kim Kayal, Carol Granelli

Key Responsibilities of Committee:

- Liaison between Minister and Family to arrange logistics of Memorial Service
- Arrange reception after the service (set up and clean up)
- Coordinate plaques for the Memorial Wall
- Logistics for interment of ashes
- Arrange named bricks for the garden
- Maintain the garden

Limitations on Authority/Approvals Required:

Service dates must be scheduled by the Minister, subject to availability determined by Office Administrator. The Services committee works with the family only on non-service elements of the service.

Interments occur only between April 1 –October 31.

Committees/People to Coordinate with:

- Minister
- Office Administrator
- AV/Tech team

Board Approved X Date 11/21/23