

**The Memorials, Wills, Estate Planning and Scholarships Committee**  
**Bethel United Methodist Church**  
**Ministry Position Description (May 2015)**

The purpose of the Committee is to have oversight over all gifts to the church designated as memorials. The committee is to monitor the individual memorials and to insure that they are properly managed in order to fulfill the stated purpose of the memorial. The committee shall keep a list of items, which the church has need of, so that memorial gifts can support these needs. Using the list of submitted needs/wants by the various groups of Bethel, the minister will work with families concerning memorials.

The committee chair will meet annually with the Minister, Director of Christian Education and Family Ministries, the Church Treasurer and a family member of James Todd Lutz to consider Scholarship applications to the Todd Lutz Scholarship Fund. The Memorials, Wills, and Scholarships Committee is also responsible for soliciting donations to the Todd Lutz Scholarship Fund, in addition to annual fundraisers for this fund. This committee is responsible for sending “thank you” notes to all donors of the fund in a timely fashion.

The Outgoing Chairperson will “Shepherd” incoming chair for at least the last quarter of their term as Chairperson. If possible, the Committee on Lay Leadership team will seek to identify a member who is willing to serve as chair on following years and have them train under current chairperson for up to a year before becoming chairperson.

The Committee will consult the Trustee and Finance Committees as needed to properly manage memorials.

The Committee meets quarterly. Meeting times are at the discretion of the committee chair.

The Chair guides the work of the committee.