

# **Saint Andrew's Episcopal Church**

**106 Walnut Street, P.O. Box 626**

**Collierville, TN 38027-0626**

**Telephone: (901) 853-0425      Email: [mail.standrewscollierville.org](mailto:mail.standrewscollierville.org)**

## **Guidelines for Memorials and Honorariums**

Saint Andrew's is grateful for all gifts given in memory or honor of a loved one. Acknowledgements are mailed to both the donors and to honorees or to families of those being memorialized. Memorials are recorded in a Book of Remembrance kept in the church office.

A Memorial Committee is charged with the stewardship of memorials and honorariums. The Committee shall have an odd number of members composed of the altar guild directress, one Vestry member, and one or more other parishioners who meet Vestry member eligibility and who are knowledgeable in the history, architecture, and traditions of the church. The Vestry liaison shall be appointed by the Vestry annually. The Committee shall record and archive minutes of their meetings and submit an annual report to the Vestry.

All non-designated memorials and honorariums shall be held in the Memorial Fund until requests are made to the Memorial Committee. Among possible uses for Memorial Fund monies are outreach, altar needs, flowers, vestments, etc. Expenditures greater than \$1,000 require Vestry approval.

Current members of the Memorial Committee are:

Lucia Outlan  
Suzanne Plyler

Approved by the Vestry, January 13, 2010