

18-3: Flowers & Decorations Fund

1. Responsibility Centre: Worship and Christian Education (W/CE) Committee

2. Rationale or Purpose

This policy consolidates two previous Council decisions respecting Flowers & Decorations.

3. Policy Statement

The W/CE Committee may solicit funds for seasonal floral decorations and associated decor for the Sanctuary and Narthex. These funds will be maintained as a Directed Fund known as the CD Worship-Flowers & Decorations fund.

4. Scope

This policy applies to flowers and materials purchased for the decoration of the sanctuary for the enhancement of the worship experience.

5. Procedures

Donations for Christmas and Easter floral decor will be accepted and acknowledged in the bulletin.

Monies received will be placed in the CD Worship-Flowers & Decorations fund, separate from general church revenues.

Any amount remaining after purchase of Christmas and Easter floral decorations will be used as needed for sanctuary flowers or other materials for seasonal sanctuary decoration throughout the year.

The limit on the amount that can be carried over in the CD Worship-Flowers & Decorations fund from one year into the following year is \$1000. Any surplus is to be transferred to the BCUC Operating Fund

Private floral memorials, tributes or remembrance or celebration will be funded by the individuals concerned, and will not be paid for from the CD Worship-Flowers & Decorations fund. These memorials will, however, be acknowledged according to the wishes of the donors.

6. Roles/Responsibilities

The W/CE Committee is responsible for the maintenance and review of this policy.

The Financial Management Committee is responsible for maintaining the CD Worship-Flowers & Decorations fund.

7. Definitions

8. References

- a) *BCUC Handbook*, Terms of Reference of the Worship Committee
“The Committee...is responsible for the use of the Sanctuary and the Labyrinths, and for the decor and decoration of the Sanctuary and Narthex, in collaboration with the Property Management Committee”
- b) *BCUC Handbook*, Terms of Reference for the Financial Management Committee,
“The Committee:
 - 2. organizes the ways and means to receive, record, safeguard and account for all revenue received by the Church, including the PAR and contribution envelopes programs
 - 3. disburses funds authorized by areas of responsibility, and accounts in full for all transactions made ...”
- c) *BCUC Policies and Guidelines Manual*, Directed Funds policy

9. Approval authority: Church Board

10. Reviewed: Worship and Christian Education Committee: April 8, 2015

Approved: Church Board: May 20, 2015

Replaces: March 2009