

**WHITE BLUFF CHAPEL  
COMMITTEE POLICIES AND PROCEDURES MANUAL**

1.4

**POLICY FOR PURCHASING FLOWERS**

2/15/2011

**Purpose:**

The purpose for this Statement of Policy for Purchasing Flowers is to state in writing the administered policy of WBC for purchasing flowers or making a donation to a charity organization due to a death or birth. This policy was established in part by the Board of Trustees on October 9, 2001.

**Policy:**

Flowers purchased for a funeral or a requested donation to a charity in lieu of flowers is permitted not to exceed \$100.00. This policy applies upon the death of the following:

- A member
- A regular attendee
- A Christian leader of our community with a religious relationship to WBC

Flowers for the weekly worship service or special services may be purchased by WBC on occasions such as special events or holidays or when flowers have not been provided by a member or attendee.

At the request of a member or regular attendee, a single rose will be provided by WBC upon the birth of a child, grandchild or great-grandchild. The baby rose will be displayed on the Worship Table during Sunday Service and a notation will be made in the church bulletin.

**Responsibilities:**

- It is the responsibility of the Office Administrator to purchase flowers for funerals or make donations in lieu of flowers and to ensure that amount is in accordance with approval.
- Should the Office Administrator not be available, this responsibility is delegated to the Flower Coordinator of the Worship Committee. Should the Flower Coordinator not be available, the responsibility is further delegated to the Chair of the Worship Committee.
- If the death is a Christian leader of our community, the Office Administrator or delegate is to obtain dual approval from both the Chair of the Board of Trustees and either the Pastor or Associate. Pastor.
- It is the responsibility of the Flower Coordinator to purchase flowers for weekly worship services or special services or events. Amounts spent must be in line with budgeted approval.
- It is the responsibility of the Office Administrator to purchase a single rose for births as designated above and record the event in the weekly church bulletin. Costs should be nominal and in compliance with the budget approval.

**Related Document in Organization and Procedures Manual:**

[4.4.3 Worship Committee](#)