

UUCSV Memorial Garden Purpose, Policies and Administration

I. Purpose

The UUCSV Memorial Garden is exclusively devoted to the remembrance of deceased Members and Friends of the UUCSV, and to their deceased loved ones. In accordance with this purpose, no Markers shall be placed commemorating living persons or pets; historic or tragic events; historical figures or persons who were not personally known and beloved by a Member or Friend of UUCSV. The Memorial Garden is located on private property and Markers shall not be offered to the general public.

II. Policies

1. The use and maintenance of the Memorial Garden is under the exclusive control of the Board of Trustees and the Memorial Garden Committee as designated by the Board. In the absence of a Memorial Garden Committee, the Board of Trustees or Board appointed designee, will have sole responsibility for the policy enforcement and care for the Memorial Garden. No individual shall acquire any right whatsoever with respect to the use or appearance of the Memorial Garden or, its plaques, bricks, markers or other appearance items without Board approval. The Board may remove, alter, modify or relocate the Memorial Garden or any related memorial bricks, plaques, markers or other items connected therewith at its sole discretion.

There will be separate name plaques in the garden, one for those who have had their cremains interred in the vessel in the garden and a separate plaque for names of those to be remembered but not interred in the garden.

2. Arrangements for cremation are made through a funeral home and not by a representative of the UUCSV. Internment of human cremains into a communal vessel in the Memorial Garden is a permanent and irretrievable choice, which means you can never retrieve the cremains of your loved one. But you will have peace of mind! And you will be able to memorialize your loved one on the bronze plaque in the garden. The following persons are eligible to coordinate with the minister and Memorial Garden Committee to intern cremains in the Memorial Garden:

- (a) a member, past or present, of the church,
- (b) a spouse, partner, parent, child or other relative of a member of the church;
- (c) any friend of the church who is or was an active participant of the church financially or through service.
- (d) any other person whom the Board of Trustees shall approve.

3. The following persons are eligible to purchase a bronze name plate for remembrance (containing only the deceased's name, date of birth and date of death) which will be mounted on the community bronze plaque in the Memorial Garden, to remember a deceased human being:

- (a) a member, past or present, of the church,
- (b) a spouse, partner, parent, child or other relative of a member of the church;
- (c) any friend of the church who is or was an active participant of the church financially or through service.
- (d) any other person whom the Board of Trustees shall approve to purchase a commemorative bronze name plate to be mounted on the community bronze plaque or for interment of cremains.

4. The following persons are eligible to purchase an engraved brick or bench for placement in the Memorial Garden in memory of a person or pet:

- (a) a member, past or present, of the church,
- (b) a spouse, partner, parent, child or other relative of a member of the church;

- (c) any friend of the church who is or was an active participant of the church financially or through service.
- (d) any other person whom the Board of Trustees shall accept for their purchase of an engraved commemorative brick may purchase an engraved brick in.
- (e) Prior to engraving, the Memorial Garden Committee will review the appropriateness of the requested inscription on the brick.

5. Members and Friends of UUCSV may purchase a garden bench with a plaque inscribed, "In memory of ___ ." The bench will be selected by the Memorial Garden Committee.

6. A name may only appear once in the Memorial Garden.

7. The Board of Trustees reserves the right to refuse any application for a bronze name plate, commemorative brick or bench or interment of cremains, which in the sole opinion of the Board would be harmful to the reputation, programs, religion or philosophy of the church.

8. The cremains of any persons accepted for interment will be added to a communal vessel in the Memorial Garden at such location solely designated by the Memorial Garden Committee. None of the cremains will be recoverable and may not be preserved intact in this location in perpetuity. The actual physical location of the interment vessel itself will not be marked except in such generic manner as the Memorial Garden Committee shall decide in its sole discretion. If there is a desire for the cremains to be individually stored in one location in perpetuity, we suggest making arrangements for a columbarium niche with a Memorial Garden (such as Montreat) or a cemetery which has niches in a wall. In 2017 a niche in the columbarium wall at Montreal is \$1,000.

9. The names of persons whose cremains are interred in the Memorial Garden or whose name appears on the bronze plaque, will be entered in a permanent Memorial Register maintained by the Memorial Garden Committee.

10. The names inscribed on bricks will not be recorded in the Memorial Register.

11. In consultation with the Memorial Garden Committee, the Board of Trustees will establish a schedule of fees for the use of the Memorial Garden pursuant to these policies. All fees are to be paid with the application for use, and in the event that the application is refused, the fees shall be forthwith returned to the applicant. All monies collected for fees will be used for the purpose of construction, maintenance and care of the Memorial Garden, Memorial Register, and the purchase, engraving, and installation of benches, memorial bricks, name plates and plaques.

12. No interment of cremains or any memorial service to be held in the Memorial Garden shall be conducted without the prior approval of the Memorial Garden Committee or the minister of our congregation, nor shall any permanent flowers, plants, or decorations will be placed in or about the Memorial Garden without the approval of the Memorial Garden Committee. Those wishing to memorialize family members are encouraged to do so by donating flowers for a church service or making a donation to the Memorial Garden for perpetual care.

13. Applications for and Acceptance of Interment of Cremains in the Memorial Garden and applications for name plaques, commemorative bricks, and benches will be located on the church website. The minister will submit completed forms to the Chair of the Memorial Garden Committee.

14. Fees

A. Our Fees for 2018

- (a) Engraved Commemorative Brick a minimum donation of \$120
- (b) Memorial Brass Name Plate a minimum donation of \$500
- (c) Memorial Bench a minimum donation of \$1500
- (d) Memorial Garden Naming Rights- TBA with the committee

B. Fee Waiver

Fees for bronze name plates for the plaque may be waived or reduced based on hardship to be determined solely by a committee composed the Minister, Treasurer and Chair of the Memorial Garden Committee.

13. The Memorial Garden Committee shall from time to time revise administrative rules and regulations pertaining to the use, appearance, maintenance, costs, improvement and perpetuation of the Memorial Garden, memorial plaques, bricks and Memorial Register.

III. Memorial Garden Administration

The Memorial Garden shall be administered by a Memorial Garden Committee (MGC) reporting to the Board of Trustees. The MGC duties shall include:

1. Raising funds, locating a construction contractor, and organizing volunteers for construction of garden structures and plantings.
2. Establishing an annual budget for ongoing maintenance and care of the garden.
3. Choosing, purchasing and installing appropriate plants and other materials conforming with the Board-approved plans.
4. Setting fees for, purchasing and installing individual Markers (Name Plates, Engraved Pavers, Memorial Benches, and Children's Monuments). Fees collected in excess of the monument costs shall be held by UUCSV to support future growth and maintenance of the garden.
5. Setting and updating rules for administering the garden, and proposing policy additions and changes to be approved by the Board of Trustees.
6. Accepting early reservations and fee payments for Name Plates, issuing receipts for the value of a reserved Name Plate, and maintaining records to assure that reserved spaces are held open on a Memorial Plaque. Maintaining records of pre-paid fees and bronze name plates.
7. In the event that UUCSV should move to a new location, all Markers shall be moved to an appropriate Memorial Garden at the new location. In the event that UUCSV expires, good faith efforts shall be made to find appropriate permanent locations for the Memorial Garden Markers.

Submitted by Carolyn Shorkey, Chair of the Memorial Garden Committee

Approved by the Board of Trustees

Per note from President David Wells on 12/12/17

Policies and Procedures document was circulated for an email vote, I tallied five yes votes with two non-responses.