

Dexter United Methodist Church

Memorial Garden Policies and Procedures

Adopted on November 13, 1996; amended October 2007

ARTICLE I PURPOSE OF THE MEMORIAL GARDEN

The Dexter United Methodist Church Memorial Garden provides an appropriate location to place ashes after cremation. It is a place for prayer, meditation, and the celebration of life.

ARTICLE II PLACEMENTS

- Section 1. Each person's ashes will be buried directly in the soil in an undesignated location. The ashes become a permanent part of the life of the garden. At the time of placement, a short prayer service will be conducted by a pastor. At least one member of the Memorial Garden Committee, or someone designated by the chairperson of the committee, will be present and will be the official witness and shall sign the *Placement Agreement*. Attendance at the placement ceremony by family members is optional.
- Section 2. Ashes will be placed as weather permits.
- Section 3. A Placement Fee of \$250 will be due in advance of interment, and includes inclusion in the *Memorial Garden Book* and perpetual maintenance. The cost of a memorial service is not included as part of placement fees. This fee may also be paid in advance whenever a person desires to make future arrangements for their wishes upon death.
- Section 4. There is an additional fee (*approximately \$250*) due at the time of placement, in the event the family would like their loved one's name, birth and death dates inscribed within the Memorial Garden. These names are inscribed in order of interment. (*Although it is understood that some may wish to have 'a space saved' next to their loved one's name, we determined future challenges were too great to change the existing policy. In addition, there are space constraints we must consider when placing names on our Memorial Wall. If an amendment must be made to your loved ones name as submitted, you will be contacted.*)
- Section 5. The Memorial Garden Committee keeps permanent records and will furnish a Placement Agreement and a copy of the policies and procedures to the person making future arrangements so that survivors are aware of plans that have been made. These items are also furnished the family making arrangement for the placement.
- Section 6. A copy of these policies and procedures shall be given to the family when arrangements are made for the placement.

ARTICLE III DONATIONS

- Section 1. Monetary gifts designated for the memorial garden may be received throughout the year.
- Section 2. The Memorial Committee shall receive designated memorials and bequests for the Memorial Garden.
- Section 3. Persons are encouraged to provide funds for the purchase of annual flowers each spring.
- Section 4. Memorial donations (monetary or physical) for specific purposes must be approved in concept by the Memorial Garden Committee.

ARTICLE IV FINANCE

- Section 1. All monies shall be payable to Dexter United Methodist Church for deposit in the Memorial Garden Fund.
- Section 2. Placement fees shall be the same for church members and non-church members. The pastor(s), in consultation with the chairperson of the Memorial Garden Committee, may reduce or waive the fee under special circumstances.
- Section 3. Donations for plantings may be made each year.
- Section 4. The Memorial Garden Fund shall be audited annually at the time of the church audit.
- Section 5. Disbursements from Memorial Garden funds shall be approved by one of the following, in descending order: chairperson, vice-chairperson, or financial secretary of the Memorial Garden Committee.

ARTICLE V MEMORIAL GARDEN COMMITTEE

- Section 1. The Memorial Garden Committee shall operate and maintain an aesthetically beautiful garden to be used to place ashes after cremation.
- Section 2. The Memorial Garden Committee shall be a sub-committee of the Memorial Committee, with a chairperson serving concurrently on the Memorial Committee. Membership should consist of interested members and constituents of the congregation, nominated by the Committee on Nominations.

- Section 3. The committee shall be organized thusly:
- a) chairperson, who shall
 1. perform the duties expected of a chairperson
 2. serve concurrently as a member of the Memorial Committee.
 - b) vice chairperson, who shall conduct the meetings in the absence of the chairperson.
 - c) secretary-archivist who shall
 1. keep the minutes of the meetings and file same in the church office
 2. write correspondence for the committee
 3. maintain the *Memorial Garden Book*
This book will consist of three sections:
 - i. Profiles on persons who have been placed in the Garden
 - ii. Record of items in The Garden, given in memory of a loved one.
 - iii. Record of donations to The Garden, given for its' enhancement and support
 - d) financial secretary
 1. keep records of monies received designated for the Memorial Garden, including pre-payments
 2. be a liaison between the committee, the Memorial Committee and the financial secretary.
 - e) gardening coordinator
 1. organize a corp. of volunteers to care for the garden
 2. supervise, in consultation with the landscape architect, the maintenance of the garden including the placement of plantings.
 - f) ex officio members
 1. the pastor in charge
 2. a member of the Board of Trustees.
- Section 4. The committee, in consultation with the Memorial Committee, shall have the responsibility and authority to establish policy and procedures to maintain the garden. It shall report on the operations and procedures of the garden to the Board of Trustees through an assigned trustee and report to the Administrative Council, as needed, but at least twice a year.
- Section 5. The committee shall inform individuals concerning placement procedures and the options of using the Memorial Garden as a final resting site.
- Section 6. The clergy staff shall plan and conduct an annual Memorial Service in consultation with the Memorial Garden Committee and the Memorial Committee.