

Memorial Garden Policies and Procedures

First United Methodist Church of Brighton, MI

ARTICLE I PURPOSE OF THE MEMORIAL GARDEN

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

ARTICLE II PLACEMENTS

- Section 1. Each person's ashes will be buried directly in the soil, without container, in a location selected by the Memorial Garden Committee. The ashes become a permanent part of the living garden. There will be no designated plots in the Memorial Garden. No markers will be permitted either permanent or temporary. At the time of placement, the family will be contacted by the pastor or another member of clergy. The family may or may not choose to attend the placement ceremony. At least one member of the Memorial Garden Committee, or someone designated by the chairperson of the committee, will be present to inter the ashes and serve as the official witness. This person will sign the Placement Agreement.
- Section 2. First United Methodist Church of Brighton, Michigan will make available, so long as it shall remain feasible, space in the Memorial Garden located on the Church property for the inhumation of cremation ashes in accordance with the established guidelines approved by the Administrative Board. First United Methodist Church retains title to such land and also retains the right to relocate said Memorial Garden if such action should be dictated by such unforeseen circumstances as building expansion or other necessity. No persons may acquire any right to the physical location or appearance of the Memorial Garden. First United Methodist Church shall reserve all rights to the property. Under no circumstances will the ashes be recoverable.

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- Section 3 Ashes will be placed as weather permits.
- Section 4 A placement fee of \$500 is required when the garden is to be used for the placement of ashes. This fee may be paid in advance by someone wishing to make arrangements for future placement, or it may be paid by the family of the deceased at the time the garden is to be used. Interment of ashes of two persons in one site must be interred at the same time at the cost of \$700.00
- Section 5 The Memorial Garden Committee keeps permanent records and will provide documentation to the person making future arrangements so that the family may have a written record of the decision to have ashes placed in the First United Methodist Church of Brighton Memorial Garden. The documentation will consist of the Placement Agreement, Memorial Garden Policies and Procedures, and information for the Book of Memories.
- Section 6 Placement fee includes perpetual maintenance, nameplate, biographical page with photograph in the Book of Memories. Ministerial fee for the Memorial Service is between \$50 to \$100.
- Section 7 The Book of Memories is permanently located in the church. It contains biographical information and a photograph, furnished by the family, of each person whose ashes have been placed in the Memorial Garden.

ARTICLE III
DONATIONS

- Section 1 Monetary gifts designated for the Memorial Garden may be received throughout the year and will be recorded in a Memorial Garden Contribution Book.
- Section 2 Donations may be made to the Memorial Garden Fund for garden construction and short-term maintenance or for long-term maintenance.
- Section 3 The Memorial Garden Committee shall receive designated and undesignated memorials and bequests for the Memorial Garden.

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Section 4 Memorial donations (monetary or physical) for specific purposes must be approved by the Memorial Garden Committee.

ARTICLE IV
FINANCE

Section 1 All monies shall be payable to First United Methodist Church for deposit in the Memorial Garden Fund.

Section 2 Placement fees are deposited in the Memorial Garden Fund.

Section 3 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 4 Memorial Garden budget is allotted for the purchase of renewable materials (mulch and plants), tools, repairs and improvements.

Section 5 Disbursements from the Memorial Garden Fund shall be approved by the chairperson of the Memorial Garden Committee.

Section 6 The Memorial Garden Fund shall be audited annually at the time of the church audit.

Section 7 The Memorial Garden Committee may plan fund raising as needed to improve and maintain the Memorial Garden.

ARTICLE V
MEMORIAL GARDEN COMMITTEE

Section 1 The Memorial Garden Committee shall operate and maintain an aesthetically beautiful garden for the celebration of Christian life.

Section 2 The Memorial Garden Committee is a subcommittee of the Board of Trustees.

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Section 3 The Memorial Garden Committee shall be organized as follows:

- 1) Chairperson, who shall:
 - a) hold meetings as needed.
 - b) organize and support garden development and maintenance.
 - c) be present at placement ceremonies and inter the ashes or designate another person to do so.
 - d) approve, monitor and document expenditures for garden construction, maintenance and placement costs.
 - e) recruit members for the Memorial Garden Committee and recommend them to the Church Nominating Committee.
 - f) inform interested persons about the Memorial Garden.

- 2) Placement Coordinator who shall
 - a) handle telephone calls and provide written information and paperwork.
 - b) maintain permanent records for those persons making arrangements for future placements.
 - c) file completed placement agreements in the church office.
 - d) receive placement fees and direct them to the Church treasurer.
 - e) order and install the nameplate for the Memorial Garden plaque.
 - f) send a note to the family of the deceased to inform them that the nameplate has been installed.

- 3) Archivist/Secretary:
 - a) Archivist who shall obtain biographical information and a photograph (to be returned to the family after a copy is made) of the person whose ashes are being placed.
 - b) process the information on acid free paper for the inclusion in the Book of Memories.
 - c) Secretary who shall keep the minutes of Committee meetings and file them in the church office.

- 4) Head Gardener who shall
 - a) recruit and organize volunteers to care for the garden.
 - b) plan garden work days.
 - c) communicate horticultural knowledge and information about work days to volunteers.

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Section 3 continued

- 4)
 - d) supervise, in consultation with the Garden Designer, the maintenance of the garden, including the placement of plantings.
 - e) perform interments, if willing.
- 5) Ex officio members will consist of:
 - a) the Pastor in charge
 - b) Garden Designer/Landscape Architect
 - c) a representative from the Board of Trustees
 - d) Treasurer or Assistant Treasurer

Section 4 Terms of service for Memorial Garden Committee positions are indeterminate, but it is recommended that the Chairperson, Placement Coordinator, Head Gardener and Archivist/Secretary be renewed every 3 years to allow new members. Members may ask to be replaced at any time.

Section 5 The Memorial Garden 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 representative.

Section 6 The committee shall inform the church membership and friends about the option of using the Memorial Garden as a final resting site through written material and word of mouth.