

Memorial Garden Committee

The Memorial Garden is a small plot located east of the church building, created in 1993 for the purpose of interring the ashes of deceased individuals, and as a place for meditation/contemplation.

FUNCTION:

To maintain, oversee, and facilitate all upkeep, expansion, and renewal of the area named “Memorial Garden,” and to assist in the process of interment in the Memorial Garden space. No work should be attempted in the Memorial Garden area without approval of the Committee.

DUTIES:

1. Provide assistance for interments in the Memorial Garden
 - a. Prepare the ground by area for interment
 - b. Provide, if desired, pouches and/or wooden boxes for interment
 - c. Custodial care of area after interment
 - d. Provide engraved brass plates for two Memorial plaques
2. Make decisions and suggest improvements for beautification, expansion, and maintenance of Memorial Garden. Facilitate these decisions.
3. Administer budget for the Memorial Garden.
4. Be aware of guidelines from the Board of Directors concerning Memorial Garden.
5. Provide, through church office, packets pertaining to “preparation for death” to interested parties.
6. Oversee the issuance of “Certificate of Interment” and “Certificates of Memorial and Burial Rights,” administered through the church office.

ORGANIZATION:

1. The Committee functions as a coordinating partner with the Property Committee.
2. The Chair is appointed by the Committee from among the members of the church, and approved by the Board for a term of one (1) year, with up to three (3) consecutive terms.
3. In the event of a vacancy, the Chair will be filled by the Committee and approved by the Board.
4. The Chair is encouraged to recruit as many members as practicable.
5. The Chair or a designee represents the committee at Program Council meetings.

MEETINGS AND REPORTS:

1. A list of committee members will be submitted to the Board and church office each September.
(continued)

MEETINGS AND REPORTS (continued):

2. The Committee meets twice annually to assess needs of the Memorial Garden. The Committee meets informally as needed, and is on-call for maintenance of the Memorial Garden.
3. Regular reports on Committee activities are to be made to the Program Council.
4. An annual budget will be submitted to the Finance Committee in the month of January, unless otherwise directed by the Board of Directors.
5. An annual report will be submitted in May for the annual meeting in June.