

MEMORIAL GARDEN POLICIES - APPENDIX G

New Castle Presbyterian Church Policies and Procedures

MEMORIAL GARDEN POLICIES & REGULATIONS

The Memorial Garden has been established for rest, meditation and prayer, and for the committal of cremated remains. The Garden is Church property and is a non-commercial venture. It is not a cemetery. Lots will not be sold nor deeds issued. A certificate of interment will be issued by the Church.

ELIGIBILITY. The Memorial Garden is intended for the use of members and friends of the New Castle Presbyterian Church and their immediate families. Friends of the Church are understood to include:

- ◇ Persons regularly attending worship services and church functions;
- ◇ Persons supporting our mission through financial contributions and personal involvement;
- ◇ Former members who have moved away.
- ◇ The Session may waive eligibility requirements in the case of a special association with the Church.

APPLICATION FOR INTERMENT. Each person wishing to have cremated remains interred in the Memorial Garden at a future date or for a date certain in the case of a recently deceased person will be required to complete an application form. The completed application shall be subject to review for eligibility and approval by the Pastor(s) or by the Session when requested by the Pastor(s). A copy of the approved application shall be given to the applicant.

FEES & DONATIONS. Donations will be required to maintain the Garden, purchase the Memorial Plaque and provide bronze nameplates on it to identify those interred. The suggested donation of \$300 will be expected on or before the time of interment. No one will be denied use of the Garden for inability to make the suggested donation. In appropriate cases, the Session may, upon recommendation of the Pastor(s), reduce or waive the amount of the donation. Donations are considered contributions to the Church and are tax deductible.

CONDUCT OF ALL COMMITTAL SERVICES IN THE GARDEN. All committal services conducted in the Memorial Garden shall be arranged in consultation with the Pastor(s) of the New Castle Presbyterian Church. With the Pastor's permission, other officiants for a service of committal may be invited to conduct or participate in any such service.

CONTAINERS FOR CREMATED REMAINS. Ash remains shall be interred only in biodegradable containers of no more than 250 cubic inches capacity (approx. 6"x6"x7").

LOCATION OF INTERMENTS. The Garden in its entirety is designated as the memorial location of all persons whose cremated remains have been interred therein. Therefore, applicants may not choose the specific location for an interment. Interments will be done by

the Pastor(s) and a designated member of the Board of Trustees following the committal service, and without the presence of family or friends of the deceased. However, token scattering of the ashes in the Garden at the time of the committal service, whether held before or after any formal funeral or memorial service, may be permitted by the Pastor(s) at the request of the family. No permanent record shall be kept of the location of interments by name.

PERMANENT RECORD OF INTERMENTS. The Trustees shall oversee the maintenance of permanent written records, as well as the consecutive placement of individual nameplates on the Memorial Plaque for all interments in the Garden. This record will be composed of the data in the completed applications for interment which will be organized and kept in a permanent Memorial Garden Register. The Clerk of Session will also include the relevant data for each interment as required for the maintenance of Session records.

MEMORIAL PLAQUE. A bronze memorial plaque in the Garden shall display on individual nameplates, the names, date of birth and death of each person whose ashes have been interred in the Garden. The plates shall be affixed in the chronological order of the dates of interment. Such plaque and attached nameplates shall be the only marker or memorial located in the Garden. No potted plants, artificial flowers, wreaths or other decorations may be placed in the Garden. However, flowers may accompany a committal service so long as they are removed at the end of the service.

MAINTENANCE OF THE MEMORIAL GARDEN. The Board of Trustees shall be responsible for the maintenance of the Memorial Garden.

INTERPRETATION & AMENDMENT OF POLICIES & REGULATIONS. The Session shall decide all questions concerning the interpretation and administration of the above policies and regulations; and may amend and publish them as deemed necessary from time to time.

