

Memorial Garden

Policies and Procedures

White Plains United Methodist Church

313 South East Maynard Road

Cary, North Carolina 27511

919-467-9394

(Proposed 4/17/07)

Overview: The Memorial Garden at White Plains United Methodist Church (WPUMC) will be created as a memorial to family members of White Plains. It is for the purpose of family members and others to meet in remembrance of their loved ones in a setting consistent with the tenets of the United Methodist Church. It is for the inurnment of cremated remains of eligible persons in niches of a columbarium and will include memorial plaques dedicated to the memory of other eligible persons whose remains are buried or scattered elsewhere as well as a memorial fountain and appropriate landscaping.

Description: The Memorial Garden will include a columbarium with niches and memorial plaques, a memorial fountain, and appropriate landscaping. The Memorial Garden will be designed to be constructed in a phased manner as more space becomes necessary over the years. The columbarium will consist of niches, uniform in size, for the inurnment of the ashes of cremated humans. Each niche will be covered with a granite plate, uniform in size and color, which will be engraved with the name and dates of birth and death of the deceased. Each memorial plaque will be engraved with the name and dates of birth and death of the deceased person not interred in the columbarium, but whose family would have them to be remembered in this area.

Oversight: The WPUMC Memorial Garden Committee (hereafter referred to as the Committee) will be responsible for the operation and maintenance of the Memorial Garden. The Committee will report to the Board of Trustees and will consist of at least five members to be appointed by the chairperson of the Board of Trustees, including at least one trustee. The positions of chairperson and vice-chairperson will also be appointed. The membership will be reviewed annually by the Board of Trustees. The Committee will be responsible for the management of the finances, operating from the funds received from reservations of the niches and memorial plaques, specified donations and associated interim funding from the on-going positive balance in the White Plains checking accounts. Any such interim funding will be dependent upon the approval of the Finance Committee and WPUMC Board of Directors. The operational responsibilities include the maintenance of the landscaping and facilities, the keeping of appropriate records and arranging for the associated etchings to be made.

Records of Reservations: The Committee will keep a record of the names and related data of all persons inurned and memorialized including the names, addresses and contact information of the next of kin or legal representative of each as well as the niche or plaque location identification information. Such record will include the dates of the initial contract and dates that payments were received. A copy of the records will be kept by the WPUMC Business Administrator.

Financial Records: The WPUMC Business Administrator will keep the actual financial records as a dedicated restricted account. Expenditures from this account must be requested by the chairperson or vice-chairperson of the Committee on approval by a majority of the Committee.

Eligibility: Those eligible to be inurned in a columbarium niche or have a memorial plaque include:

- current and past members and ministers of WPUMC,
 - and their spouses, parents, children and grandchildren
 - including former spouses, stepparents and stepchildren.

Anyone may make a reservation for a columbarium niche or memorial plaque provided the niche or plaque is for an eligible person.

Charges:

- Reservation and payment of a niche prior to signing of construction contract. \$1,800
- Reservation or payment of a niche after signing of construction contract.\$2,000
- Fee for selecting a three year time payment option.....\$100
- Memorial Plaque entry per persons named.....\$300
- Opening and closing of a niche (each time other than for inurnment).....\$100

The cost of a reservation includes the niche with a cover, the engraving on the niche cover, and the opening and closing of the niche for the inurnment of the urns of the named persons. All other costs related to an inurnment will be borne by the Reserver or the family or estate of the decedent, including the cost of cremation.

Payment terms: Payment in full is due at the time of the reservation of a niche. The Committee will provide for a time-payment option, with an initial deposit of at least \$500 plus the time-payment fee. The remainder is due in three equal annual payments. Payment must be completed prior to an inurnment. Failure to complete the final payment within the three-year time limit will result in cancellation of the original contract. Payments made to that point will be refunded, minus the time-payment fee of \$100.

The full payment for a memorial plaque entry or reservation will be due at the time of the contract. The cancellation of a reservation for a memorial plaque, prior to etching, will result in a refund of \$200 (there is a \$100 administrative fee).

Memorial Plaques:

- Will be provided by the Committee and will be uniform in color and style
- Will contain the name in the form of First and Middle (or initials) and Last and dates of birth and death.
- The Committee will provide for engraving and determine the font type.

Niches:

- Legal title will remain with WPUMC. The Reserver will be entitled to the right to use the niche.
- There will be no ownership by individuals.
- May contain the cremated ashes of one or two eligible persons only.
- The Reserver may, upon signing the contract, select any niche not already reserved.
- A reservation may not be sold or transferred in any manner, other than at the death of the Reserver. If it is surrendered back to the Committee, the amount paid for the reservation will be refunded, minus a \$100 administrative fee, following the receipt by the committee of funds from a new reservation.
- Should a Reserver wish to surrender a niche back to the Committee after the niche cover has been engraved, only 50% of the monies paid will be returned.

Niche Covers:

- Uniform in color, size and style among all niche covers in the Memorial Garden

- The Committee will provide for the engraving, with wording as specified by the Reserver or decedent's family or estate. Engraving will be done at the general time of the inurnment of each individual.
- Inscription will include decedent's name, date of birth and date of death. An additional 12 characters may be added to define relationship with others inurned in the same niche or the branch of U.S military service. The font type and format will be determined by the Committee. The selection of having a fourth line must be specified at the time of initial engraving.
- The first line will contain the first name or initial and the middle name or initial.
- The second line will include the family name.
- The third line will include the dates of birth and death.
- The inclusion of U.S. military service or text defining relationship to other inurned person will be in a fourth line. The Committee must approve the words requested for this line.
- A horizontal line will divide the names if more than one person is inurned in a niche.
- A sample of niche cover inscription will be available for review.

Urns:

- Must be provided and paid for by the Reserver or decedent's family or estate.
- Must not exceed 10½" high, 10½" wide and 8 ½" deep.
- Must be permanent in nature (metal, ceramic, marble, fiberglass, plastic, etc.).
- Must be sealed in such a manner so as to prevent a discharge of ashes in the event of an accidental tip over.
- The name of the deceased person must be permanently affixed to the urn or placed inside of the urn by the decedent's family or estate.
- Since the niches provide a non-conditioned environment, urns made of any non-permanent material, such as wood, paper cardboard, etc., must be placed inside an airtight plastic bag that must be sealed prior to inurnment.

Inurnment Services: Will be designed through the consultation of one of the ministers of WPUMC with the family of the deceased.

Removal of Urns by WPUMC: As a condition of using the columbarium, the Reserver will grant WPUMC a legally binding right to relocate the cremated remains of the decedent inurned therein to any other location upon the relocation of the columbarium for any reason. Such removal and relocation will be in the sole discretion of the WPUMC and will comply with all applicable laws.

Removal of Urns by Entities Other than WPUMC: A niche may be opened and the contents removed only for good cause as determined by the Committee, consistent with the requirements of state, municipal or other pertinent laws. All such openings will be documented by the Committee and before such removal is made, the Committee will be given a written signature of release from any and all further responsibility.