

MEMORIAL GARDEN POLICIES

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 is 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 may be tax deductible.

Member suggested donation: \$500

Non-member Suggested donation: \$2,500

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") or without a container.

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.

Number _____ - _____

New Castle Presbyterian Church, 25 E. 2nd St., New Castle, DE

APPLICATION FOR MY FUTURE INTERMENT IN THE MEMORIAL GARDEN

PART A

I, _____ Date of birth _____
Please print first, middle and/or maiden and last name.

hereby request permission for the future interment of my cremated remains in The Memorial Garden . I have read and do agree to abide by the current Policies and Regulations governing the Memorial Garden, and have made these known to the persons named below who have agreed to be responsible for carrying out my wishes:

Printed name _____ Relationship _____
Street _____ City _____ State _____ Zip _____
Phone _____

Printed name _____ Relationship _____
Street _____ City _____ State _____ Zip _____
Phone _____

Name on name plate to read: [max. of 24 characters, spaces, & punctuation marks]

Signature _____ Date _____

PART B [for office use only]

ACCEPTANCE & APPROVAL

This to certify the receipt of the above completed application in the Church office on _____, and on behalf of the Session of the Church, permission is hereby granted for the future interment of the cremated remains of _____ at the time of _____ death on a date and time mutually agreeable to the family or agents and the Pastor subject to the current Policies & Regulations governing the Memorial Garden at that time.

Signature _____ Date _____
Pastor or Clerk of Session

A copy of the above parts of this application was placed in the MG Register, and another copy distributed to the applicant. Signature _____ Date _____

Church Secretary

Please see other side for Parts C & D

PART C (for office use)

COMMITTAL SERVICE DETAILS [to be completed by Pastor or Officiant and returned to Church Office]

Name of deceased _____

Date of death _____

Date of committal service _____

Other officiants : _____

Donation of \$ _____ received on _____

Certificate of Interment given to the family ___ / or named agent _____

I certify that the information entered above concerning the committal service for _____ is complete and correct.

Signature of Pastor or Officiant Date _____

I delivered a copy of completed **Part C** to the Pastor ___ officiant ___ Clerk _____

Signature of Church Secretary Date _____

PART D [completed by Church Secretary]

NAME PLATE INSTALLATION

Name plate ordered: Date _____

Name of supplier: _____

Address _____

Name Plate installed on Memorial Plaque Date _____