

Carrollton Presbyterian Church Memorial Garden

Policies and Procedures

April 2012

Purpose

The Carrollton Presbyterian Church (CPC) Memorial Garden is designed to minister to the needs of CPC members by providing an appropriate and consecrated site for the scattering of ash remains. The Memorial Garden is located in the courtyard behind the sanctuary.

Administration of the Memorial Garden

The Memorial Garden will be administered by a committee appointed by the Session. The committee will include representatives from the Worship and Buildings & Grounds Committees. Final approval of any policy to govern the Garden will rest with the Session.

Application and Acceptance

Any member of CPC and their immediate families (spouse and children) may make arrangements for scattering of ash remains or for the purchase of a memorial nameplate by filling out an application. Only members of CPC and their immediate families (spouse and children) are eligible for a nameplate affixed to the Memorial Plaque. Those individuals, who have ties to the church but are not members, will have the opportunity to spread ashes within the confines of the Memorial Gardens but will not be permitted to purchase a nameplate.

Upon payment of a \$300 fee per family member, the member will receive an acceptance notification signed by an appropriate church representative. The original application and acceptance will be maintained in the church office. Such acceptance will be subject to the policies and regulations governing the Memorial Garden which Session may modify from time to time. The purchase fee is not refundable, but rights may be assigned to a family member or other qualified person by written designation.

Memorial Plaques

Only the name of each person memorialized, with dates of birth and death, will be placed on an individual cast-bronze nameplate affixed to the Bronze Plaque mounted on the Memorial Garden wall. These nameplates, placed in order of applications received in the church office, will be the only marker or memorial allowed in the Garden. Placement of nameplates for those who have died prior to the consecration of the Memorial Garden, will be determined by

the Memorial Garden's administrators as appointed by session. The cost of the nameplate is included in the purchase fee.

Use of the Memorial Garden

The Memorial Garden is intended to be a place for church members to reflect and linger individually or to gather as a group. There will be no floral arrangements or other decorations within the Garden, nor will there be individual recognition other than the memorial nameplates.

Care and Financing of the Memorial Garden

Initial construction of the Garden has been financed through donations by CPC's congregation. Any funds in excess of the amount needed for capital expenditure or special maintenance will be placed in the CPC Endowment Fund. Care and maintenance of the Garden will be the responsibility of the Memorial Garden Administrators and the Buildings & Grounds Committee appointed by the Session. No change in the structure or plantings in the Memorial Garden will be permitted except on approval of the Session. Placement of ashes can take place anywhere within the confines (grass or flower beds) of the Memorial Gardens.

Records and Documents

A Memorial Book recording the names, dates of birth, and dates of death will be maintained in the church office. This recording will include all of the names listed on the Memorial Garden wall, as well as those whose remains are scattered with no plaque affixed.

Arrangements for Memorial Service

Arrangements for a memorial service should be made with the ministerial staff of Carrollton Presbyterian Church. Church procedures may be consulted for further guidance.

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Questions and Answers

- Q. Where may we spread ash remains?**
- A. You may spread ash remains anywhere within the confines of the Memorial Gardens
- Q. May specific area be reserved for an individual or family?**
- A. No specific area may be set aside.
- Q. What is the cost of placement in the Memorial Garden?**
- A. The purchase fee of \$300 includes a nameplate to be placed on the Memorial Garden Plaque. The Session of CPC may increase this fee at any time it deems necessary. There will be no fee associated with simply the spreading of the ashes.
- Q. If I have donated my body for medical research, may I still use the Memorial Garden?**
- A. Yes. A CPC church member may choose to be memorialized by placement of a nameplate on the wall even if his or her actual ash remains have not been placed in the Memorial Garden.
- Q. Is it possible to purchase a nameplate memorializing an individual who already is deceased?**
- A. Yes—with approval of the Memorial Gardens Administrators, and provided that the deceased was a member of the church at the time of death.
- Q. How will delivery of ash remains to the church be handled?**
- A. A family member or other personal representative of the deceased will be responsible for arranging for cremation and delivery of the ashes as appropriate.