

**The Unitarian Universalist Congregation of Fort Wayne
MEMORIAL GARDEN POLICY AND PROCEDURES**

INTRODUCTION: The Memorial Garden has been professionally designed, planted and maintained by members and friends of the Unitarian Universalist Congregation of Fort Wayne as a final resting place for the ashes of persons close to the church.

PURPOSE: To provide a spiritually appropriate place on the church property for the interment of cremation ashes.

ORGANIZATION: The Memorial Garden Committee is a subcommittee of the Buildings and Grounds Committee, which is responsible for the congregational grounds. In the event that the Memorial Garden Committee dissolves, the care of the Memorial Gardens reverts to the Building and Grounds Committee. The Buildings and Grounds Committee must approve any changes to the Memorial Garden before action is required from the Board of Trustees.

WHO MAY BE INTERRED

1. Current and former members of the congregation and members of their family including children and parents and friends of the congregation who have established themselves as supporters through contributions of time, effort or resources.
2. In the case of this policy, interment refers only to human ashes. The preferred method of interment at UUCFW is to scatter the ashes throughout the area under the supervision of the Minister or a member of the Memorial Garden Committee. If burial of ashes is to occur, the family must secure a biodegradable container for this purpose. Ashes will not be recoverable.
3. No permanent containers may be used for interment. No stones, personal markers or permanent decorations may be placed in the Memorial Garden, and only cut flowers may be placed in the garden at the time of interment.
4. Those wishing to use the Memorial Garden must complete and sign a written application indicating a knowledge and acceptance of the rules and procedures related to interment in the UUCFW Memorial Garden.

MAINTENANCE AND UPKEEP

5. The maintenance of the garden is strictly limited to assigned congregational gardeners. Planting, weeding and use of fertilizer must be approved in advance by

the Memorial Garden Committee in consultation with the Building and Grounds Chairperson(s).

6. The Memorial Garden Committee is the only group authorized to add plant material or hardscape to the Garden itself. Such improvements will be communicated to the Board of Trustees prior to installation.

USES OF THE GARDEN

7. The Memorial Garden is a place of peace and serenity to allow meditation and relaxation for family and friends of those interred in the garden, and for anyone else seeking a quiet place.
8. Events and activities may occur within the Memorial Garden if approved by the Minister, or the Memorial Garden Committee if the Minister is absent.

PROCEDURE FOR ARRANGING AN INTERMENT

1. The family should work with a funeral home to arrange cremation.
2. To secure permission for scattering ashes, the member or a personal representative having full legal authority to authorize the disposition of the deceased's remains must complete the Interment Request Form, which is available from the Congregational Administrator. This may be done at any time up to 3 days prior to the interment date.
3. The form should be returned to the Congregational Administrator along with the \$250 one-time fee. The fee is used for the care and maintenance of the garden.
4. The Minister will assist the family or personal representative with plans for the interment of the ashes. The Minister will be present at the time of interment.
5. Request for placement site of the ashes will be honored whenever possible. Sites for burial of ashes will be reused over time.
6. The deceased's name, birth date, and date of death will be inscribed on a brass plaque that is permanently affixed inside the Meetinghouse. This same information is added to the Memorial Garden Book of Record that is maintained in the church office. The church records include the Interment Request, and a listing of persons whose ashes are interred in the garden.

FINANCIAL CONSIDERATIONS

1. Interment fees fund the cost of maintaining the Memorial Garden and the records associated with the garden.
2. Board of Trustees shall set interment fees upon recommendation of the Memorial Garden Committee.

Adopted by the Board of Trustees on April 15, 2014