



ADMINISTRATIVE POLICY

Committee: Property
Policy Number: PRO-POL2

MEMORIAL GARDEN

First Presbyterian Church Memorial Garden Mission Statement

The First Presbyterian Church Memorial Garden has been designed to minister to the needs of members and their families by providing an appropriate and carefully maintained consecrated site for the scattering of ash remains. The Memorial Garden is intended to be a place for church members to reflect and linger individually or gather as a group. A renewed understanding of the opportunity to celebrate eternal life and memorialize the worth of individuals has guided the development of this garden. The garden has been designed to close the circle of ministry from birth to death while providing a continual physical relationship with the church.

MEMORIAL GARDEN – GUIDELINES AND PROCEDURES

Administration of the Memorial Garden

The garden will be administered by a Memorial Garden Committee appointed by the Session of the First Presbyterian Church of Clarksville, TN (FPC). It shall include representatives from both the Worship Committee and the Property Committee. The Memorial Garden Committee shall be responsible for all matters related to the Memorial Garden and shall report periodically to the Session as deemed necessary.

Application, Agreement, and Payment

Scattering of ashes is available, upon application, for any member of FPC and, with session approval, for members of their immediate family. A member who wished to be interred, or who wants to pay for a family member's ashes to be scattered in the Memorial Garden shall pay the fee established by the Session and shall execute the FPC Memorial Garden Agreement. Following the execution of the Agreement by the session, a signed copy of the Agreement shall be kept by the Church.

The payment shall be non-refundable and shall be made without any reservations, conditions, or restrictions. No property right in the Memorial Garden is, or may be, acquired through the Agreement nor will the family or friends of the deceased have any right, expectation, or cause of action against the Church concerning the physical location, maintenance, security, or appearance of the garden. The Guidelines and Policies of the Memorial Garden have been approved by the Session, may be changed without notice by the Session, and shall be followed without exception.



Scattering of Ashes

Scattering of ashes shall be performed as a religious ceremony under the direction of an ordained minister of FPC.

Ash remains in the garden shall occupy the garden in common. No markers of any kind shall be permitted to designate the area of ashes scattered. Prior to the religious ceremony, the church shall prepare the site to receive remains in the form of ashes; these ashes shall be carried to the site in an urn approved by the clergy and be scattered. No container will remain on site. The family may choose whether to cover the ashes with soil during the ceremony or have them covered by the church following the ceremony.

No artificial flowers will be allowed. The duration of the memorial flowers placed in the garden for the memorial service is subject to the decision of the Memorial Garden Committee. No other commemorative flowers or other object shall be placed in or near the garden for anniversaries or other occasions.

Arrangements for a Memorial Service

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

Memorial Plaques

Each person with scattered ashes in the Memorial Garden will be memorialized, in order of interment, with full name and birth and death years, on a bronze plaque mounted on a common plaque exhibited near the garden.

Records and Documents

The names of those listed on the Memorial Garden plaque will also be recorded in an archival quality Memorial Book, maintained inside the church. One page shall be allocated to each interred individual for approved articles and memorabilia. Special gifts to FPC in support of the Memorial Garden will also be recorded in this book.

Financing and Care of the Memorial Garden

A current fee of \$600 per burial will be paid at time of application. The amount charged for future applications may be changed at the discretion of the Memorial Garden Committee with the approval of the Session. This fee is to cover preparation of the site for burial; the bronze plaque with the name, birth and death years of the deceased; a page in the Memorial Book; and maintenance of the garden. Prepayment of the non-refundable fee and/or tax-deductible gifts may be made at any time. Family and friends shall be invited to consider First Presbyterian as a possible recipient of gifts honoring the life of the deceased.

Care and maintenance of the garden shall be the responsibility of the Memorial Garden and the Session or as otherwise determined by FPC. Additions, alterations, or replacements within the garden must, insofar as possible, be executed in accordance with the original design. No change in the structure or plantings in the Memorial Garden will be permitted except on approval of the Session, with recommendation by the Property Committee.



First Presbyterian Church

Agreement for Use of

First Presbyterian Church Memorial Garden

THIS AGREEMENT, made as of DATE, between the Session of First Presbyterian Church, Clarksville, Tennessee (hereafter called the "Church") and NAME (hereafter called the "Purchaser"), of ADDRESS;

WITNESSETH:

The Church acknowledges receipt of \$600 from Purchaser, and for such consideration grants to Purchaser the right to bury in the earth of First Presbyterian Church Memorial Garden the ashes of NAME (hereafter called "Designee")* of ADDRESS, who authorized, or did not object to, such burial. Purchaser acknowledges and agrees that such burial rights are subject to the terms and conditions set forth in the attached Memorial Garden Guidelines and Policies, and agrees to be bound by all such terms and conditions, and by such rules and regulations governing the Memorial Garden as may be established from time to time by the Church.

SESSION OF FIRST PRESBYTERIAN CHURCH

BY _____
Clerk of the Session

Purchaser or Personal Representative of Designee

Designee if Available

Date of burial



Associated Documents: Agreement for Use of FPC Memorial Garden

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description Revision:</u>
03/21		Initial Release

End of Policy