

## **Memory Garden First Christian Church Winston-Salem Rules and Regulations**

The purpose of the Memory Garden is to provide a place on church property for the interment of the ashes of cremation for church members and their immediate family. This garden also offers an opportunity to memorialize those interred elsewhere. It offers a place of quiet and beauty for our entire congregation to use for meditation, prayer, and worship.

The Columbarium shall consist of niches, uniform in size, for the inurnment of the ashes of cremated humans. Each niche shall be covered with a granite plate, uniform in size, which shall be engraved with the name(s) and dates of birth and death of the deceased. Each niche can contain up to three remains. Arrangements for interment can be made through the church office or minister at any time. When possible, financial arrangements should be made before the need arises so that decisions can be calm and free from a sense of emergency. All financial considerations must be paid prior to use.

The Memory Wall will consist of plaques containing the name, date of birth and date of death of the person being memorialized. The Memory Walk will consist of embossed bricks purchased through the committee to honor or memorialize persons living or deceased. Each brick shall be inscribed with no more than 3 lines of 18 spaces per line. The walk shall contain no more than one Embossed Brick per named person.

Those wishing to use the Memory Garden will sign a written application indicating a knowledge and acceptance of the Rules and Regulations. Upon acceptance of the application and receipt of the payment due, the church will issue a certificate for Right of Interment. The application of any church member, when accompanied by the appropriate fee, will be automatically accepted and approved for the member and his or her immediate family.

1. The Memory Garden shall be managed by the Memory Garden Committee, here and thereafter referred to as “the Committee.” It shall be composed of a representative of the board and of the Property Committee and six members at large from the congregation who shall serve three year rotational terms, two for each year. These members shall be recommended by the Committee, with approval by the Board. The chairman, elected by the Committee, will vote only in the event of a tie vote. The ministers shall serve as ex-officio members. Appropriate fees will be set by the Committee. The Committee shall be under the direction of and report annually to the Board. The Committee, through a designated member, shall maintain appropriate records of all purchases and allowable transfers, openings, and removals, and handle any and all matters relating to the operation and maintenance of the garden.

2. All funds received from contributions and the sale of Rights of Interment shall be deposited in a special account that is not a part of the church budget, administered by the church treasurer and dispersed only upon request of the Committee. All records and books of account for the Memory Garden Fund shall be subject to audit as are other accounts and funds of the church.
3. Upon the purchase of Exclusive Right of Interment in the garden, a Certificate of Purchase shall be delivered to the purchaser as evidence of his or her privilege to a niche. Upon the purchase of a Plaque a Certificate of Purchase shall be delivered to the purchaser as evidence of his or her purchase of a Memorial Plaque to be placed on the Memorial Wall. Upon the purchase of an Embossed Brick the purchaser shall receive a Certificate of Purchase for a brick in the Memory Walk.
4. The Columbarium shall be restricted to the inurnment of member(s) of First Christian Church Winston-Salem (b) spouses of members, (c) children or step-children of members, (d) parents or step-parents of members, (e) siblings (f)current or past ministers of this church, and \*(f) other persons with strong ties to First Christ Church Winston-Salem if approved by the committee after a written request.
5. The committee shall work with the purchaser to decide the placement of all remains. The exact location of an interment will be recorded on a master grid kept in the church office, and in the historic records of the Committee. In the event that no interment shall have occurred within five years after the death of the person for whom the Certificate has been issued, the committee will have the prerogative to terminate that certificate, without monetary refund, unless a family member shall have advised the committee in writing of an intention to have the remains interred in that space within one year.
6. The person arranging for each interment shall supply a container for the cremated Remains. The arrangement for the cost of cremation shall be the responsibility of this same person. It shall be the responsibility of the purchaser to keep the church advised at all times of the current mailing addresses of themselves, the person for whom the niche is reserved, and of the next of kin of the designee. The purchaser will normally be the individual that the committee would contact for any reason. A niche may contain one, two or three urns of deceased persons. The interior dimensions of each niche shall be 10 ½" high x 10 ½ " wide x 21" long. Each urn shall generally not exceed in exterior dimensions 10 ½" x 10 ½ " 10 ½ inches.
7. A niche may be opened and the contents removed only for good cause, as determined by a majority vote of the Committee. Any expense will be borne by those requesting such action. All such openings and removals shall be fully documented with the church being released from any and all further

responsibility. Once remains are removed the owner will forfeit all rights to said niche without monetary refund.

8. No Certificate of Purchase shall be transferred by a purchaser by will, intestate succession or otherwise except upon a majority vote of the Committee. Consent, if given, shall be documented by the designated committee member and written on the face of the Certificate. In the event of any unauthorized transfer, the Certificate of purchase shall become null and void and the niche shall revert to the church. The purchase price shall be forfeited as liquidated damages.
9. Only an ordained minister serving First Christian Church Winston-Salem or any person designated by the Board moderator shall be authorized to place the remains in the niche. The interment shall be at the convenience of this person and the family.
10. All holders of Certificates of Purchase of Exclusive Right of Interment shall be subject to these rules and regulations and to any amendments.
11. When the first inscription is made on a niche cover, all inscriptions for that cover will be inscribed. The dates of birth will be inscribed for all named persons, and only the date of death will be added later. The addition of the date of death and the original inscriptions will be the expense of the Memory Garden. If for any reason the owner of the niche wishes a change in the inscription the change will be the expense of the owner.
12. Amendments to these rules and regulations may be made upon recommendation by a majority of the Committee and subsequent approval by the Board of the church. Any amendments will not be retroactive in effect.
13. Any and all matters arising in connection with the operation and maintenance of the Memory Garden not covered in the rules and regulations shall be determined by the Board upon the recommendation of a majority vote of the Committee.

Purchasers of Right of Interment understand that the Memory Garden Committee will manage the facility to the best of its ability, but neither First Christian Church Winston-Salem nor the Committee is responsible for any damage or injury to the garden or its contents.

Committee Chairman \_\_\_\_\_

Cochairman \_\_\_\_\_

Senior Minister \_\_\_\_\_