

# ***First Parish Church of Stow and Acton***

## **Memorial Garden Policy**

Policy # \_\_\_\_\_

Revision #   00  

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### **I. POLICY STATEMENT**

This document provides an overview of the Memorial Garden at First Parish Church of Stow and Acton, including its mission, a description of the community it is intended to serve, and the church committees and staff who share the responsibilities of its implementation and ongoing care.

### **II. SCOPE**

1. The FPC Memorial Garden is to be a place of memorialization and rest for our church community and a space of peace and contemplation for the larger community.
2. The operation of the Memorial Garden is designed to be self-sustaining with the costs being met by the fees for memorialization services that are provided.
3. A fund will be established and maintained by the First Parish Treasurer to receive the memorialization and burial fees and any other donations that may be made to it. This fund shall be used for the maintenance and beautification of the Memorial Garden and surrounding grounds of First Parish Church in perpetuity.
4. Management will be under the direction of the Memorial Garden Committee with oversight by the Board of Trustees and the minister of First Parish Church of Stow and Acton.
5. Members, friends, spouses/partners, siblings and children who have passed away shall be eligible to have their names and life dates inscribed on a nameplate, paver or bench. An application is provided by First Parish Church and may be downloaded under the Members and Friends section of the church website or requested from the church office.

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6. There is a fee for the nameplate preparation which shall be carried out on an as needed basis over the course of the coming year. All fees associated with the use of the Memorial Garden are defined in a separate document, "Memorial Garden Information and Application," available on the church website or from the church administrator.
7. A family may prepay for spaces on the Wall in order to reserve space near the name(s) of already deceased loved ones. The Memorial Garden Committee will arrange for their placements.
8. A commemoration will be held recognizing those names memorialized and ashes interred during the year. Interred ashes must be placed in a "green" biodegradable container that will become part of the soil over the months to come. Scattering beds will be arranged in the garden for the spreading of ashes.
9. No flowers or other tokens of remembrance may be left in the Memorial Garden.
10. Fees do not include ministerial services. Ministerial services are complimentary for church members. For current fees for friends and non-members, please inquire at the church office. Interment services at which anyone other than the Minister of First Parish Church is to officiate must be approved by the Minister of First Parish Church.
11. A written registry of all inscriptions shall be kept by First Parish Church of Stow and Acton. This will include the names, life dates, date of inscription and any other information about the person memorialized. The records shall be kept both in a computer file and a paper file that shall be kept by the First Parish Archives Committee.

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### III. RESPONSIBILITY

The First Parish Minister, Board of Trustees, and/or Memorial Garden Committee share authority depending on the scope of activity, as described above.

### IV. DEFINITIONS

N/A

### V. REFERENCES

N/A

### VI. APPROVAL SIGNATURES

On behalf of the Board of Trustees

[Sharon Brownfield]

xx/xx/xx

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FPC President

Date