

# ALPHARETTA PRESBYTERIAN CHURCH

## MEMORIAL GARDEN POLICY



### **I. Purpose**

Dedicated on Sunday, November 28, 2010, the Alpharetta Presbyterian Church (APC) Memorial Garden (hereinafter "The Garden") was commissioned by the Session upon the request of the congregation. The Garden provides a beautiful outdoor location for the common interment of ash remains within guidelines specified below. It is a place for remembrance, thanksgiving, prayer, reflection, and small gatherings for worship. It is in the spirit of closing the ministry from birth to death that this garden has been created.

### **II. Eligibility for Interment of Ashes**

1. Current/former APC members and members of their immediate family (i.e. father, mother, spouse, children, brother, sister and step versions of these)
2. Pastors (and their family members) who have served APC
3. Others approved by Session

### **III. Procedures for the Interment of Ashes**

#### **1. Request for Interment**

The family of the deceased should request interment of ashes by submitting a completed "Request for the Interment of Ash Remains" form to the church office. One of APC's pastors shall be responsible for preparing all services or rites conducted. Details of the Service of Committal and the interment of ash remains will be determined by the decedent's family and the attending pastor.

Families are asked to make a donation to the Memorial Garden Fund to cover the cost of the bronze name plate and ongoing upkeep of The Garden.

#### **2. The Service of Committal**

A common interment area will be employed symbolizing our Christian unity and allowing for the best use of the space in The Garden. The opening/closing of the interment space will be prepared by a member of the church staff. No container or urn will be interred. Only ashes which are loose or in a bio-degradable container will be interred. The church will provide, on loan, a pottery urn which may be used for loose ashes during the Service of Committal. The urn shall be kept in the church sacristy.

### 3. Record of Ashes Interred

A record of those interred will be kept on a bronze plaque located in The Garden detailing the full name (including a suffix, if appropriate) and corresponding dates of birth and death. No titles or other designations will be used.

Names of others eligible for interment whose ash remains are not interred in The Garden may be recorded on the plaque. The standard donation will apply.

## **IV. Administration and Maintenance**

A Memorial Garden Committee ("MGC") shall manage The Garden and report its actions to the Worship Committee on a regular basis. The MGC shall be comprised of APC members at large, one of whom must be an elder (seated or non-seated) to serve as chair, and include at least one member each from the Worship and Property Committees. The pastors and property manager shall assist the work of the MGC as ex-officio members.

The MGC will manage the garden regarding:

1. Interment of ashes
2. Maintenance
3. Plantings and landscaping
4. Finances (Memorial Garden Fund)
5. Other issues associated with The Garden, including recommendations to the Worship Committee regarding future suggested changes to this policy

The MGC will meet as necessary.

## **V. Exclusions**

1. Ashes of animals of any kind are not to be considered for interment.
2. There will be no markers, plantings, or additional decorations (flags, wind chimes, cut flowers, etc.) permitted.

## **VI. Notice of Disclaimer**

The Garden is not a cemetery. No rights or special privileges of any nature are deemed or granted to families of those interred. All rights are reserved by Alpharetta Presbyterian Church, its officers and The MGC to make changes, now or in the future, including changes in the design and location of The Garden.



**ALPHARETTA PRESBYTERIAN CHURCH**  
**MEMORIAL GARDEN**  
**Request for the Interment of Ash Remains**

**PLEASE COMPLETE AND RETURN TO THE CHURCH OFFICE**

I/We hereby request interment of ashes in the APC Memorial Garden for the following:

Name of person to be memorialized (please print): \_\_\_\_\_  
(first name, middle name, last name, suffix)

Relationship of the deceased to Alpharetta Presbyterian Church \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
(month, day, year)

Date of Death: \_\_\_\_\_  
(month, day, year)

***The Service of Committal must be planned through one of APC's pastors.***

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Do you wish to have the Service of Committal conducted by a pastor of APC?    Y / N

If "No", list name of officiating clergy/church affiliation (\*): \_\_\_\_\_

(\* Requires APC Session Approval)

What is the proposed date and time for the Service of Committal?  
\_\_\_\_\_ (a.m.) (p.m.)  
(date) (time)

How many persons do you anticipate attending the Service of Committal? \_\_\_\_\_

Do you wish to make use of the church's pottery urn for the service?                    Y / N

I/We understand the church requests a donation for the Memorial Garden. \_\_\_\_\_  
(initials)

I/We understand and acknowledge The APC Memorial Garden is not a cemetery. No rights or special privileges of any nature are deemed or granted to the undersigned or our families regarding ashes interred in The Garden. All rights are reserved by Alpharetta Presbyterian Church, its officers and The MGC to make any necessary changes, now or in the future, including changes in the design and location of The Garden.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**TO BE COMPLETED BY THE OFFICIATING PASTOR AND SHARED WITH THE MGC**

Approval of Pastor: \_\_\_\_\_ Date: \_\_\_\_\_