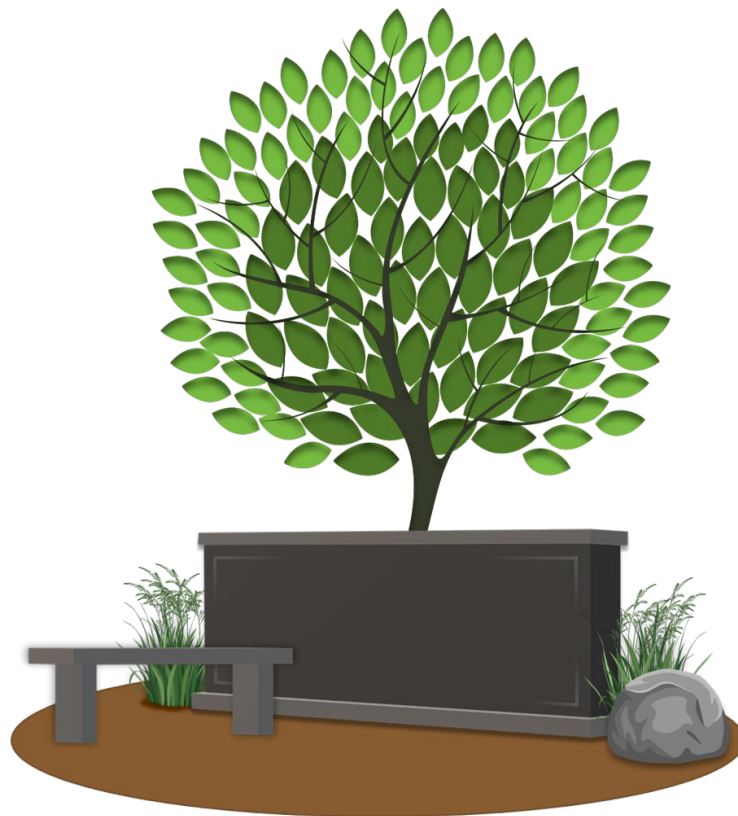


**FIRST PRESBYTERIAN CHURCH**

**MEMORIAL GARDEN**



**INFORMATION AND APPLICATION PACKET**

## **PACKET CHECKLIST**

**Memorial Garden Introduction**

**Memorial Garden Policies**

**Application Form**

**Inscription Form**

**Niche Selection Diagram**

**THE MEMORIAL GARDEN  
FIRST PRESBYTERIAN CHURCH  
2000 E. College Ave., Normal, IL 61761**

The Memorial Garden at First Presbyterian Church was dedicated on October 4, 2020. It is a place of peace and repose for the remains of those who have expressed a desire to be interred within the garden wall or the garden bed. It reflects the New Testament concept of the “communion of saints” which emphasizes the church’s ongoing relationship with those who have gone before us. The Memorial Garden is a place where people can go to remember and celebrate the joys of life with their loved ones.



The Memorial Garden is located near the Labyrinth, another space for contemplation and meditation. In its final completion, there will be three columbarium walls, each holding eighty secure niches for cremated human remains. The niches are uniformly inscribed with names and years of birth and death. In this first phase, we will have one columbarium wall.

Paved paths and benches offer opportunity for private meditation. The design of the paving with the inserted Celtic Cross reminds us of our Christian heritage.

Surrounding the central walls, landscaping also reflects our Christian heritage. The three trees planted to frame the first wall represent the triune God: Father, Son and Holy Comforter. The weeping maple reflects Jesus’ tears at times of great sorrow. The large boulder opposite the maple represents the stone removed from Jesus’ grave. Other plantings will enhance the beauty and serenity of the area. Within the plantings will be opportunities for the scattering of cremains.

**Eligibility**

The Memorial Garden is available for the interment of human cremains: first to members of First Presbyterian Church and to ministers of the church and their immediate families, and second to extended families, and then to others upon approval of the Session. The term “immediate family” includes spouses, (grand)parents, children and grandchildren of church members. Session specifically reserves the right to approve all applications.

**Purchase and Cost**

Persons desiring to reserve a right for scattering (under \$600) or a space in the Garden wall (under \$3,000) will complete an application form provided by the Memorial Garden Committee. The purchaser will be given a copy of the Garden policies at the time of application. The fee to participate in the Garden is a set price consisting of the actual cost of the interment (including the sheet-bronze urns for niches), the inscription of the plaque, and a donation to the Garden Fund for its care and maintenance. Amounts received over and above the actual cost is a donation to the Garden Fund and is eligible for tax benefits.

**Memorial Garden Fund**

All monies received in payment for the right to use space in the Garden will be used for the primary purpose of the construction, perpetual care, maintenance, expansion and administration of the Garden. Those who make a gift to the Memorial Garden Fund without purchasing the right for a space in the Garden are eligible for appropriate tax benefits.

**The Memorial Garden Committee** consists of five members elected by Session and nominated by the Garden Committee. The chair of the Property Committee also serves on the Garden Committee as an adjunct member. The committee will manage the Garden and will maintain the records of all niche purchases as well as record the identity of cremains deposited in the Garden.

[FPCMemorialGarden@gmail.com](mailto:FPCMemorialGarden@gmail.com)

# FIRST PRESBYTERIAN CHURCH

2000 E COLLEGE AVE., NORMAL, IL 61761-2296

## MEMORIAL GARDEN POLICY

### I. PURPOSE

The Memorial Garden of First Presbyterian Church (the "Garden" and the "Church") has been created to provide a space for depositing ("inurnment" or "scattering") of cremated remains ("cremains") of deceased Church members and other eligible persons.

### II. GOVERNANCE

- A. *The Memorial Garden Committee* (the "Committee"). The Memorial Garden is owned by and is part of the Church. The Committee administers, operates, and maintains the Garden, of which the Columbarium is a part, under the authority from Session.
- B. *Committee Membership and Appointment*. The initial Committee shall consist of six nominated persons, all of whom shall be members of the Church, and the member liaison to the Properties Committee of the Church.
  1. Following the third year of the first columbarium wall being in place, the committee may be, but is not required to be, reduced to three members plus the liaison to the Properties Committee.
  2. The members serve three (3) year terms; and no more than three consecutive three (3) year terms. The Committee member must then remain off the committee for at least one year before returning.
- C. *Committee Functions and Duties*. The Committee shall have the authority to:
  1. Adopt its own internal rules and operating procedures, including the dates and times of regular meetings, the procedures for calling special meetings, and the procedure for which votes are taken or decisions made. The quorum shall be the agreement of all Committee members, with the Senior Pastor, Head of Staff providing a deciding vote, if necessary. Detailed minutes will be maintained for each meeting, with no fewer than semi-annual reports to Session.
  2. Create procedures for the sale of niches and the inurnment or scattering of cremains, and adopt and utilize contracts, forms, and other documents necessary for or incidental to such sales and inurnments.
  3. Receive proceeds from the sales of niches and permits for the scattering of cremains and request disbursements for expenditures, as the Committee deems necessary for the proper administration, operation, and maintenance of the Garden,

subject to accounting for such financial transactions to the Session at least quarterly. The Committee, through the Church Treasurer and with Session's approval, shall establish and maintain in the Church's name such account or accounts with financial institutions as the Committee deems necessary in which to deposit receipts related to the Garden, including the proceeds from the sale of niches and scattering permits, and from which to make the disbursements or expenditures related to the Garden.

4. Generally administer, operate, and maintain the Garden consistent with the *Memorial Garden Policy* and the physical plans submitted to and approved by the Properties Committee. The Clerk of Session shall maintain all records and documentation relating to the sale of niches and all inurnments in the Columbarium and all permits for scattering of cremains.

### III. ELIGIBILITY FOR INURNMENT

Inurnment in the Garden shall be limited to the human cremains of any member or past member of First Presbyterian Church, and members of his or her immediate family. All those named should be of a spousal, parental, or offspring relationship, from grandparents through grandchildren, to the member or past member. Any minister or former minister and his or her spouse and members of his or her immediate family (as defined above) are also eligible. Requests for the inurnment of non-members may be honored if recommended by the Committee and approved by Session.

### IV. PURCHASE OF INURNMENT RIGHTS

- A. Inurnment Rights pertain both to niches in the columbarium and to permits to scatter cremains in the Garden. An eligible person should obtain a Memorial Garden packet from the Church office. This packet contains a copy of the *Memorial Garden Policy* and all applicable forms. The applicant should complete all appropriate forms and submit them, with payment, to the Church Office, where it will be time and date stamped. A member of the Garden Committee will contact the applicant to ensure that all information is correct. When the application is approved and after payment is received in full, the applicant (now "Owner") will be issued a *Certificate of Inurnment Rights* ("Certificate").
- B. The completed signed agreement form shall be executed in duplicate, the duplicate copy to be delivered to the Owner, and the original to be retained in the permanent records of First Presbyterian Church.
- C. The Owner of the Inurnment Rights agrees to all regulations, restrictions and conditions set forth by the Committee or as may be amended and shall equally bind their heirs, successors, administrators, executors and assigns and are enforceable by First Presbyterian Church and its successors.
- D. Owner's Obligation of Notification  
The owner of the *Certificate of Inurnment Rights* has an obligation to keep the Church notified concerning his or her current address and related information. No ownership changes can be made without the written consent of the Committee and Session.

## V. COSTS

The cost for inurnment rights is a set price consisting of two components: 1) The actual cost of the physical inurnment area, including the cost of installation and modification of the area. This can be considered the purchase or the reimbursement for “personal property,” and therefore is not deductible, and 2) the amount of money received over and above the actual cost. This is a donation to the Memorial Garden Fund, and eligible for tax benefits to the Donor.

- A. Double Inurnment. The current one-time cost for the right of inurnment in the Columbarium is \$2,700.00 per niche holding two (2) included urns.
- B. Single Inurnment. The current one-time cost for the right of inurnment in the Columbarium is \$1,900.00 per niche holding one (1) included urn.
- C. Scattering permit. The current one-time cost for the right to scatter one (1) human remains in the Memorial Garden is \$525.
- D. The above amounts do not include the cost of cremation, transportation and other off-premises costs.
- E. The Committee may change the inurnment costs in the future, if deemed necessary. Holders of *Certificate of Inurnment Rights* will neither be reimbursed nor assessed additional monies if the costs change.

## VI. SELECTION OF NICHES

When an application has been approved and paid in full, the Owner will have the right to select any niche(s), which may be available at that time. If more than one application shall have been approved on the same date, the rights of preference shall be based on the date and time the completed applications are received. No more niches will be sold to a family than those necessary to inurn the cremains of all eligible persons in that family, with two urns to a niche. Application forms must be completed for each niche.

## VII. MANNER OF OWNERS' DELIVERING OF ORDERS

The Church and the Committee shall be held responsible for legibly printed orders given in person or by certified mail, and shall not be held responsible for any mistake occurring due to the lack of precise legibly written instructions as to either the inscription upon or the location of the niche where inurnment is desired, or the plaque inscription or the area for scattering of cremains.

## VIII. INURNMENT PROCEDURES

- A. *Services*. Only an ordained minister or staff member serving First Presbyterian Church, or an ordained minister invited by the Pastor of First Presbyterian Church, shall be authorized to officiate at an inurnment service in the Garden. The committal service shall be at the convenience of the minister or staff member and the family of the deceased to be inurned.

B. *Urns.* The sheet bronze urn that is included is preferred. There is no deduction if not using this urn. Any other urn that may be used for inurning cremains in the Columbarium may be no larger than 5 ½” x 5 ½” x 7”. The name of the deceased shall be permanently affixed to the urn.

C. *Inscriptions.*

1. **Uniformity of Inscription:** The inscription shall be the uniform size and style as determined by the Committee. The purchase price of the *Certificate of Inurnment Rights* shall include the cost of such inscription.

2. **Conformity of Text:** The usual inscription shall consist of the following:

Double inurnment (for each deceased):

top line: FIRST, MIDDLE, LAST NAME(S)

bottom line: DATE OF BIRTH      DATE OF DEATH  
(Month/Date/Year)      (Month/Date/Year)

Single inurnment – as above, or maximum inscription:

top line: FIRST, MIDDLE NAME OF THE DECEASED

middle line: LAST NAME OF THE DECEASED

bottom line: DATE OF BIRTH      DATE OF DEATH  
(Month/Date/Year)      (Month/Date/Year)

Small Plaque for scattered cremains:

top line: FIRST, MIDDLE, LAST NAME

bottom line: DATE OF BIRTH      DATE OF DEATH  
(Month/Date/Year)      (Month/Date/Year)

3. **Correctness of Inscription.** An *Individual Inscription Order Form* will be provided in the Garden Packets, and shall be legibly printed in ink, and signed by the person or persons entitled to do so. The Committee will make arrangements for the inscription, in accordance with the name and dates so furnished. The Church and the Committee shall be responsible only for such errors in the inscription as might be made by the party doing the inscription, which deviates from the name and dates as filled in on the signed *Individual Niche Inscription Order Form*.

IX. FLOWERS, ORNAMENTS AND DECORATIONS

A. *Floral Regulations.* Flowers or plants may be placed in the Garden area only as directed by the Committee.

- B. *Prohibited Ornaments.* The use of felt, crushed silk, or any other cloth in a Columbarium niche is prohibited. The placing of any items, such as toys, signs, wreaths, ornaments, or any other article not approved by the Committee, shall not be permitted in or near the Garden area. Any of these items may be removed by the Committee or the Church and disposed of without notice or liability to the Church.

#### X. MEMORIAL GARDEN FUND

Funds from the sale of niches in excess of initial construction costs and associated direct expenses shall be maintained by the Church, under direction of the Committee, as a fund held solely for the upkeep of the Garden, including the following:

1. Administration
2. Routine maintenance
3. Future additions, modifications, and/or repairs to the Garden
4. Other uses at the discretion of the Garden Committee, subject to Session approval.

#### XI. TRANSFER OR ASSIGNMENTS

- A. *Right of First Refusal.* The Committee retains the right of first refusal to purchase the unused inurnment rights from any owner of such rights at the original purchase price paid for the niche(s) less a \$50.00 Administration Fee. Any new owner would have to meet the criteria set out in Article III of this document, Eligibility for Inurnment, and would be subject to approval by the Committee.
- B. *Removal.* Cremains remain the property of the family or estate of the deceased. If cremains from one or both persons listed on the Certificate have been inurned in their niche, and the survivors wish to remove ALL the cremains, rights to the niche will revert to the Church, with no compensation due to the Owner's estate. There shall be no partial removal of cremains at any time.
- C. *Reuse of Paid Niche.* Whenever deemed appropriate any ordained minister of the Church shall have the right to provide a fully paid niche for anyone otherwise eligible and in need, and who has recently died or for whom death is imminent, with approval from the Garden Committee. This shall be done discreetly, and the niche can be selected without prejudice from any of the remaining fully paid niches for which ownership has reverted to the Church. The person in need or his or her survivor(s) can make niche selection.
- D. *Niche Use.* No cremains may be inurned in any niche except those for persons listed on the *Certificate of Inurnment Rights* for that niche. No personal articles of any kind may be included with the cremains.



## XII. TITLE AND RETAINED RIGHTS

The holder of a *Certificate of Inurnment Rights* acquires no property rights in the Garden, any of its niches, or any of the Church's property. Legal title to the Garden and all niches remain with the Church at all times. The Certificate attests only to the right to inurn the remains of the person(s) named on the Certificate in the specific niche or in a scatter area stated in the Certificate. Assignment of remains to a specific niche or scatter area shall constitute only a license to use the same pursuant to the *Garden Policy*, as amended from time to time. In the event of a discrepancy between the Certificate and the administrative records maintained by the Committee, the latter shall take preference.

## XIII. REMOVAL OF CREMAINS BY THE CHURCH

- A. Remains may not be removed from the Columbarium without the written consent of (a) the Church and (b) the Owner of the *Certificate of Inurnment Rights* (or the Owner's legal representative or successors). The rules stated in Article XI, Transfer or Assignments, shall apply.
- B. In the event that the Columbarium requires repairs in order to maintain its integrity, the Owner agrees to permit the temporary removal of their remains until those repairs are completed.

## XIV. SECURITY OF CREMAINS

The Church shall not willfully take any action or willfully fail to do any act that would result in the loss, destruction, or desecration of any remains in niches. The holder(s) of the *Certificate of Inurnment Rights* will assume the risk of the loss, destruction or desecration of the decedent's remains from any and all other causes.

## XV. TERMINATION OF THE COLUMBARIUM

The Right of Inurnment will continue as long as the present Church edifice stands and is owned by the Church. If the present edifice is to be sold or demolished, and a replacement Columbarium will not be furnished at the new site, the Right of Inurnment will cease. In that event, the Church will notify the Owner (or his or her legal representative successors) that they must remove the remains from the niche. If no one of such persons removes the remains within a reasonable time or if no one of such persons can be contacted within ninety (90) days, the Church has the right to relocate the remains, as it deems proper. No refund of any amount for the Inurnment Rights will be made.

## XVI. PERSONAL CONDUCT IN THE GARDEN AREA

The Garden is part of the Church and all persons in the Garden area are expected to conduct themselves in accordance with decorum as normally observed in a holy space. The Pastor(s) and the Committee are empowered to enforce these rules and regulations and to exclude from the Garden area any persons(s) violating these rules and regulations.

XVII. PROTECTION AGAINST LOSS

The Church may carry such insurance for its own benefit upon the Garden and especially upon columbarium and contents as the Committee sees fit; however, there is no obligation upon the church or the Committee to provide any insurance for the benefit of the inurnment right holders.

XVIII. AMENDMENT OR WAIVER OF OPERATING RULES

The Session of the Church may, at any time, amend, repeal, suspend, or waive any or all of the rules and requirements of the *Memorial Garden Policy*. Waiver of any rule or requirement shall not be construed, unless specifically so stated by the Committee and Session of the Church, to constitute a continuing waiver of that rule or requirement with respect to any situation or occurrence arising thereafter.

Approved by Session 8/26/2019

 Date \_\_\_\_\_ Clerk of Session

---

Lynn A Litwiller

Amended 12/7/2020 to increase costs of niche and scattering purchases.

# The Memorial Garden of First Presbyterian Church

2000 E College Ave., Normal, IL 61761-2294

## Application to Purchase a Certificate of Inurnment or Scatter Rights

Please print legibly. A separate Application is required for each Niche or Scattering.

Full Name of Applicant \_\_\_\_\_ Application Date \_\_\_\_\_

Street Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Work Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Niche Requested (Subject to Approval): Row Ltr. \_\_\_\_\_ Column No. \_\_\_\_\_

Eligibility for Purchase Due to: \_\_\_ FPC Member OR \_\_\_ Former Member in years \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_ Minister \_\_\_ Former Minister in years \_\_\_\_\_ to \_\_\_\_\_

OR Family of Member/Minister (name) \_\_\_\_\_ (NOTE: step-family or other relationship mark Other)

Relationship: \_\_\_ Son/Daughter \_\_\_ Grandson/granddaughter \_\_\_ Parent \_\_\_ Grandparent \_\_\_ Other\*

\*Other relationships require special approval. Explain: \_\_\_\_\_

### Full Name(s) of Eligible Person(s) Who Will be Inurned/Scattered:

Person 1: Name \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Relation to Applicant \_\_\_\_\_

Person 2: Name \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Relation to Applicant \_\_\_\_\_

### Terms of Purchase:

1. Full payment\* by check or cashier's check to **First Presbyterian Church Memorial Garden Fund** of (check one):  
 \$2,700 for 2-urns  
 \$1,900 for one urn (single occupancy)  
 \$525 to scatter one cremains

\*A 50% down-payment is required, with final payment to be received within six (6) months of application. Niche reservation will be made upon receipt of full payment.

2. Init. \_\_\_\_\_ The Applicant has read and agrees to the **Memorial Garden Policy** governing operation of the Memorial Garden as now existing or which may exist in the future is a part of this Application for all purposes, and acknowledges receipt of a copy of the existing **Memorial Garden Policy**.

3. Init. \_\_\_\_\_ The Applicant understands and acknowledges that First Presbyterian Church and its authorized agents and representatives shall be liable only for acts of gross negligence and intentional wrongdoing, and in no event shall any such party be liable for any monetary awards in excess of the Certificate of Inurnment or Scatter Rights fee paid by applicant.

**Optional Information for Alternate contact(s):** Power of Attorney, Will executor, next of Kin, other

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

**Are there Pre-paid Crematorium arrangements \_\_\_\_\_ Funeral Home arrangements \_\_\_\_\_**  
**If so:**

\_\_\_\_\_  
Name of Crematorium or Funeral Home Phone

\_\_\_\_\_  
Address City ST Zip

Applicant's Signature: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Complete all information requested above. Do not write in this box.	Date _____
Application received by _____	Time _____
Application approved by Memorial Garden Committee: Date _____	Niche No. _____
Certificate of Inurnment Rights Number _____	

**First Presbyterian Church**  
**Memorial Garden Columbarium**

2000 E College Ave., Normal, IL 61761-2296 ph: (309) 452-4459

**INSCRIPTION REQUEST**

(Please type or print clearly. One form required per Niche.)

*Note there is a maximum of eighteen letters per line.*

---

To: Memorial Garden Committee, First Presbyterian Church:

Subject to the Rules, Policies and Regulations, you are hereby requested and authorized, at or near the time of inurnment, to have inscribed on the following **Niche: Row: \_\_\_\_\_, Column: \_\_\_\_\_**, the engraved inscription (s), as follows:

**FIRST INSCRIPTION: (Please type or print carefully):**

\_\_\_\_\_   
 First Name and Middle Initial or Middle Name (or may include last name)

\_\_\_\_\_   
 Last Name (or blank if full name all on one line)

\_\_\_\_/\_\_\_\_/\_\_\_\_ -- \_\_\_\_/\_\_\_\_/\_\_\_\_   
 Dates: (mmm/dd/yyyy; e.g., Apr/01/1935)

**SECOND INSCRIPTION: (Please type or print carefully):**

\_\_\_\_\_   
 First Name and Middle Initial or Middle Name (or may include last name)

\_\_\_\_\_   
 Last Name (or blank if full name all on one line)

\_\_\_\_/\_\_\_\_/\_\_\_\_ -- \_\_\_\_/\_\_\_\_/\_\_\_\_   
 Dates: (mmm/dd/yyyy; e.g., Apr/01/1935)

**Which inscription should be located in the upper position on the Niche face?** (Check one)

\_\_\_\_\_ the First Inscription \_\_\_\_\_ OR Second Inscription \_\_\_\_\_ OR First to Die

(If only one inscription, it will be located in the upper position).

I certify that the text contained on this form is correct, and any changes shall be made at my expense.

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Owner: \_\_\_\_\_ Heir: \_\_\_\_\_ Executor: \_\_\_\_\_

Request received by: \_\_\_\_\_ Date: \_\_\_\_\_ Niche #: \_\_\_\_\_

(Over for Scatter)

**First Presbyterian Church  
Memorial Garden Columbarium**

2000 E College Ave., Normal, IL 61761-2296 ph: (309) 452-4459

**INSCRIPTION REQUEST FOR SCATTERING**

(Please type or print clearly. One form required)

---

To: Memorial Garden Committee, First Presbyterian Church:

Subject to the Rules, Policies and Regulations, you are hereby requested and authorized, at or near the time of scattering, to have inscribed on the Recognition Wall the inscription as follows.

**INSCRIPTION: (Please type or print carefully)**

*NOTE: Name limited to 18 letters and spaces all on one line*

Name: \_\_\_\_\_

(First, Last) or (First, Middle, Last) or (First, Middle Initial, Last)

Year of Birth \_\_\_\_\_ Year of Death \_\_\_\_\_

(Ex: 1930)

**SECOND INSCRIPTION: (Please type or print carefully)**

Name: \_\_\_\_\_

(First, Last) or (First, Middle, Last) or (First, Middle Initial, Last)

Year of Birth \_\_\_\_\_ Year of Death \_\_\_\_\_

(Ex: 1930)

I certify that the text contained on this form is correct, and any changes shall be made at my expense.

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Owner: \_\_\_ Heir: \_\_\_ Executor: \_\_\_

Request received by: \_\_\_\_\_ Date: \_\_\_\_\_

(Over for Niche)

**INSCRIPTION WORKSHEET**

This is for YOU to experiment and work out what you want.

*Please note there is a maximum of eighteen letters and spaces per line*

There are options! Two lines are available for a name on the niches.

A. If the complete name uses 18 or fewer letters and spaces, it may be all on one line.

B. If the complete name requires more than 18 total letters and spaces, the last name will go on the second name line.

Example A: JAMES L. ZENITH = 15 letters and spaces, so may be kept all on one line.

NOTE: Even if the full name will fit on one line, if you prefer to use two lines, you may.

Example B: EVANGELINE SMITH THOMPSON =15 letters and 1 space for first & middle, so THOMPSON will go on 2<sup>nd</sup> line.

Once you have chosen your inscription(s), copy to the Inscription Request form to turn in.

Keep this copy for your records.

Name 1:

\_\_\_\_\_
First Name and Middle Initial or Middle Name (or may include last name – see A.)

\_\_\_\_\_
Last Name (or blank if all on one line)

\_\_\_/\_\_\_/\_\_\_ -- \_\_\_/\_\_\_/\_\_\_
Dates: (mmm/dd/yyyy; e.g., Apr/01/1935)

Name 2:

\_\_\_\_\_
First Name and Middle Initial or Middle Name (or may include last name – see A.)

\_\_\_\_\_
Last Name (or blank if all on one line)

\_\_\_/\_\_\_/\_\_\_ -- \_\_\_/\_\_\_/\_\_\_
Dates: (mmm/dd/yyyy; e.g., Apr/01/1935)