

**Policies and Procedures
For the
Trinity Church Memorial Garden
708 South Bethlehem Pike, Ambler, PA 19002**

Location of the Memorial Garden

The memorial garden is situated in the northeast corner of the church yard, at Bethlehem Pike and Church Road. The Memorial Garden is headed by the Ashmore patio and extends about 40 feet to the Bethlehem Pike wall and from the Church Road wall about 25 feet the large oak tree.

The Memorial Garden shall be subject to the regulations, canons, and disciplines in effect from time to time in the Episcopal Church, USA in the Diocese of Pennsylvania

Memorial Garden Plots

Within the Memorial Garden one foot square plots are sold for the purpose of burying the cremated remains of deceased church members and their families. Membership is defined by the by-laws of the church. Questions of church eligibility shall be resolved by the Rector or Wardens of the Vestry.

A diagram of the Memorial Garden plots will be maintained by the church. The diagram is a record of the location of each plot and whose remains have been buried in each plot.

Plots are assigned consecutively at the time of burial.

The cremated remains are either poured directly into the ground or buried in a biodegradable cardboard box.

After burial, each plot is marked with a stone carved with the initials of the person whose remains are buried in that plot. The names of the interred and years of life are also included on a Memorial plack which hangs in the Narthex of the church.

The remains of two individuals may be buried in one plot. The initials of both individuals will be contained on one stone. The stone will not be carved and installed until the remains of both individuals have been interred.

Purchasing Plots in the Memorial Garden

The cost of a plot for an individual shall be \$500 and for two persons in the same plot shall be \$750. This includes the plot, the digging of the hole, the ordering, caving, and placement of the stone marker. The fee may be changed by vote of the Vestry; no additional fees may be charged after purchase.

Plots may be purchased in advance through the Parish Office. A receipt will be issued upon payment and a copy retained for Memorial Garden Records.

No fences, hedges, structures, plantings or additional stones shall be erected, placed, or set between or upon any plot or space within the Memorial Garden without the approval of the Rector, Wardens, and Vestry of Trinity Church.

The Interment of Cremated Remains in the Memorial Garden

Requests for Interment should be addressed to the Parish Office.

Ashes will be interred by a duly appointed representative of the Church in the presence of the family of the deceased or legal representative thereof.

Upon interment a statement of interment shall be issued in duplicate. The original will be filed in the Parish Office and the duplicate will become the property of the family of the deceased or a duly appointed representative. The statement of interment shall indicate the services performed by the Parish and a release signed by the representative of the family of the deceased, holding Trinity Church and its officers safe and harmless against any claims of malfeasance.

Procedures and Oversight of the Memorial Garden

The Parish Office shall be contacted regarding interments in the Memorial Garden.

The Parish Office will collect the fees and issue the receipts. They will issue the statement of Interment.

The Memorial Garden will be within the responsibilities of the Property Committee of the Vestry.

The Rector shall appoint a Memorial Garden Coordinator who shall serve as a member of the Property Committee.

The Memorial Garden Coordinator will arrange for the digging of the hole in the plot and for the purchase, carving and placement of the plot marker.

The Coordinator will maintain the diagram of Memorial Garden plots.

At each Annual Meeting of Trinity Episcopal Church, the Memorial Garden Coordinator shall issue a report of the number of plots sold and the names of those buried in Memorial Garden plots in the preceding year.