



*St. Michael and All Angels*  
*Cambridge Junction, Michigan*

## Memorial Garden Policies and Procedures

- 1. The purpose of the St. Michael and All Angels Memorial Garden is to provide an appropriate location to place the ashes of members, past and present, of St. Michael & All Angels, Cambridge Junction, MI, and their immediate families (to include husband and wife, fathers and mothers, sons, daughters, grandsons, and granddaughters) after Cremation.**
- 2. The deceased's ashes may be buried directly into the soil in a twelve-inch square area designated by the Memorial Committee. The ashes must remain as permanent part of the garden and may not be removed. Burials will be made in numerical order. (NO PRE-SELECTED SPOTS WILL BE ALLOWED.) At the time of placement a prayer service will be conducted by a Priest or appointed person. The Memorial Garden Committee arranges for inscriptions in the Memorial Garden Book, and is also responsible for perpetual maintenance of the garden.**
- 3. Family members may wish to have a memorial service in honor of the deceased. A memorial service differs from the placement ceremony described above. Arrangements for a Memorial Service at St. Michael & All Angels Episcopal Church are made with a member of the Ministry Support Team.**
- 4. MEMORIALS – Please refer to the St. Michael & All Angels Memorial Policy.**
- 5. The Memorial Garden shall have a line item account and the elected Treasurer of St. Michael & All Angels shall be responsible for keeping accurate records and disbursement of all funds. The fund balance at the end of each year in this line item will roll over into the next financial year. Budgeted funds can be requested to be placed in this line item for physical maintenance of the Memorial Garden and other specific projects or items of need. To receive budgeted funds the Memorial Garden Committee must request funds through the normal budget process on a yearly basis.**
- 6. A grass cover is recommended for the Memorial Garden. No permanent plantings of bushes, shrubs, or perennial flowers will be allowed inside the perimeter of the garden. CUT FLOWERS will be allowed for seven days after burial only. The grass cover will be maintained as a part of the church lawn.**
- 7. When a request is made, the Memorial Garden Committee must confirm that all requirements have been met according to this policy. If all requirements are met, the Chairperson must inform the entire Ministry Support Team and the entire Vestry of the request. All forms for the church must be completed before the date of inhumation may be set as agreed by church and family members. A member of the Ministry Support Team or the Vestry and a member of the Memorial Garden Committee must be present at the inhumation. It is recommended to use a posthole digger to make a hole 14 to 18 inches deep so that other ashes are not disturbed. Family and/ or friend may place ashes. Following the closing words, the hole is filled in and the location marked on diagram in Church's Memorial Garden Book.**



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**8. The Memorial Garden Committee shall consist of (3) current members of St. Michael & All Angels Episcopal Church. The Vestry shall appoint the Chairperson, the Jr. Warden will be the second member and Vestry will approve the 3<sup>rd</sup> member.**

**A. Chairperson: Shall perform the duties expected of a chairperson.**

### **Chairperson Duties:**

- **To inform the entire Ministry Support Team and the entire Vestry of all burial requests.**
- **To ensure that all conditions of this policy are followed.**
- **To ensure that at least one member of the Memorial Garden Committee attends all burials.**
- **To hold at least one meeting of the Memorial Garden Committee annually.**
- **To make a report to the Vestry at a regular Vestry meeting of the status of the Memorial Garden at least once annually.**
- **To make recommendations to the Vestry of changes to this policy for Vestry approval.**
- **Appoint the Secretary for the committee.**
- **The MST will announce the burial at the Sunday service immediately following the burial.**

**B. Secretary: Is a member of the committee and is appointed by the Chairperson to perform the duties expected of the secretary. All records must be kept in a secure area that is designated by the Vestry.**

### **Secretary Duties:**

- **Shall keep meeting notes at all meetings.**
- **Compose and disburse all committee correspondence.**
- **Shall keep all records current including:**
  - **Memorial Garden Book**
  - **Burial Records (Original in office and copies in book)**

**9. Document Check List of items to be included with the Burial Record:**

- *Funeral home shall supply copy of Burial Transit Permit and Authorization for Cremation-disposition.*
- *Death Certificate*
- *Permanent Record of Inhumation*
- *Signed Terms & Conditions Form*

**10. Out of consideration to Cambridge Township, the chairperson will submit the permanent record of Inhumation to the Township.**

Approved By the Vestry on June 18, 2009 MLC  
Amended By the Vestry on May 19, 2013 WW



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**Terms and Conditions**

**The terms and conditions of the Agreement between the Church and the deceased’s family or the Executor of the deceased’s estate relating to The Memorial Garden at St. Michael & All Angels Episcopal Church in Cambridge Junction, Michigan are as follows:**

- 1. Control and management of The Memorial Garden are wholly and solely vested in Vestry of St. Michael & All Angels Episcopal Church, Cambridge Junction, MI, or its duly authorized committee or committees. No property right of any kind is acquired by the deceased or the deceased’s family.**
- 2. St. Michael & All Angels Episcopal Church and those acting on its behalf shall not be liable for damages or loss to ashes or losses of any kind.**
- 3. The family of the deceased buried in the Memorial Garden at St. Michael & All Angels Episcopal Church agrees that the deceased’s ashes may not be removed from the garden for any reason.**
- 4. All these terms shall be binding, recognized and accepted by deceased’s family or the Executor of the deceased’s estate and St. Michael & All Angels Episcopal Church, Cambridge Junction.**
- 5. See the Diocesan policy regarding memorials if circumstances warrant when parish closes.**

X \_\_\_\_\_ Date \_\_\_\_\_  
**Family Member or Executor of the Deceased**

X \_\_\_\_\_ Date \_\_\_\_\_  
**Vestry Member of St. Michael & All Angels Episcopal Church**



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**Permanent Record of Inhumation**

Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Name of Deceased** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Last Address** \_\_\_\_\_

\_\_\_\_\_

**Place of Birth** \_\_\_\_\_

**Date of Death** \_\_\_\_\_

**Place of Death** \_\_\_\_\_

**Next of Kin** \_\_\_\_\_

**Permission Granted to Inhume by:** \_\_\_\_\_

**Date Inhumed:** \_\_\_\_\_

**Inhumed by:** \_\_\_\_\_

**Witnesses to Inhumation:** \_\_\_\_\_

**Ministry Support Team or Vestry Member**

**Witnesses to Inhumation:** \_\_\_\_\_

**Member of Memorial Garden Committee**

**Written description of location of deceased inhumed in Memorial Garden:**

\_\_\_\_\_

\_\_\_\_\_

**Notes: See sketch in record book for area in Garden the ashes were placed.**

**A copy of this form will be included with the Burial Record**