

## **Policy for the Memorial Garden, Plaque and Records**

February 15,2017

The Memorial Committee has a threefold purpose:

1. To maintain the Memorial Plaque in the sanctuary and to record on the plaque the names and dates of deceased members and friends of UUSO.
  - 1.1 Members, former members and friends - both those whose cremains are interred in the garden and those whose remains are buried elsewhere - may be memorialized on the Plaque. In addition, the Board of Trustees, by a majority vote, may authorize the memorialization of other persons. Family approval is not required.
  - 1.2 The maintenance of the Memorial Plaque will be under the exclusive control of the Society represented by its Board of Trustees and its appointed committees.
  
2. To maintain permanent records which will contain the information of the Memorial Plaque and standard biographical data (when provided) for historical and family use.
  - 2.1 The Board appointed Memorial Committee will have direct responsibility for maintaining the records.
  - 2.2 When interment occurs, the Memorial Committee will keep a record of placement.
  
3. To monitor the maintenance of the Ruth Achenbach Memorial Garden so that it endures as a place for quiet reflection, remembrance and the interment or scattering of cremains.
  - 3.1 It is expected that all who enter the garden honor the intent and purpose of this space.
  - 3.2 The use and maintenance of the Memorial Garden will be under the exclusive control of the Society represented by its Board of Trustees and its appointed committees.
  - 3.3 No individual will be permitted to add potted plants, flowers, shrubs, trees or statuary to the garden without consultation with the Memorial Committee and approval of the Properties Committee.
  - 3.4 As directed by the Board, the Memorial Committee will work with the appropriate committee or staff member to assure the proper maintenance of the Garden. Further, the Memorial Committee will be included in any discussions about changes or additions to the Memorial Garden. No individual or group not so empowered by the Board will have any right whatsoever with respect to the use or appearance of the Memorial Garden.

- 3.5 The cremains of members of the church family may be interred in the garden. The Board of Trustees may authorize, by a majority vote, the interment of other persons.
- 3.6 Arrangements for the details of interment must be made with the Minister of the Society or with the Memorial Committee. The Society will not ordinarily assume responsibility for the storage of cremains. An interment service in the Memorial Garden may be arranged at the request of the family or life partner.
- 3.7 The Memorial Committee will work with those closest to the deceased to offer interment or scattering of cremains in the garden. Pre-need planning is also available.
- 3.8 Cremains must be buried in a suitable biodegradable container or scattered in a specific area of the garden. Although there will be no plot markings, a record will be kept of each placement. Should need for space require it, burial places may be re-used after a five-year period.

#### 4) Funding

Expenses incurred by the Memorial Committee will be disbursed from the Commemorative Fund.

#### 5) In Perpetuity

The Unitarian Universalist Society of Oneonta, NY, Inc. promises to maintain the Ruth Achenbach Memorial Garden for as long as the Society exists at 12 Ford Avenue, Oneonta, NY. The Memorial Plaque and the records will be maintained for as long as the Society exists.