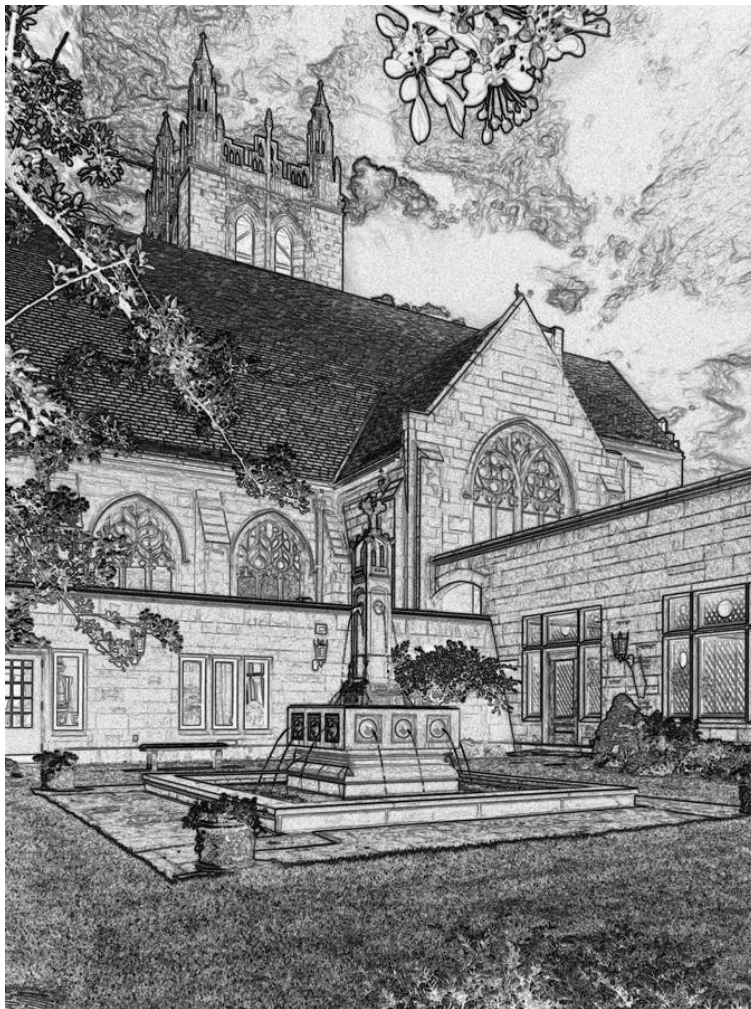




HOUSE OF HOPE
PRESBYTERIAN CHURCH

The House of Hope Presbyterian Church Memorial Garden

Frequently Asked Questions



THE HOUSE OF HOPE PRESBYTERIAN CHURCH MEMORIAL GARDEN

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What is the history of The Hope of Hope Presbyterian Church Memorial Garden?

Dedicated in 1986 as The House of Hope Presbyterian Church Columbarium, The Memorial Garden is an integral part of House of Hope's end of life ministry, much like a traditional church yard cemetery. It is located in the Garth, a peaceful and inviting interior garden space created during the 1959 construction of the Neill Wing. The Garth is open to the sky and surrounded by Kirk Parlor, the Art Gallery, the Cloister and education classrooms. By action of the Session on May 19, 2015 the name has been changed from The House of Hope Presbyterian Church Columbarium to The House of Hope Presbyterian Church Memorial Garden.

What is the purpose of the Memorial Garden?

The Memorial Garden provides a space for House of Hope members to remember their loved ones in a place where their cremated remains have been interred. The Memorial Garden in the Garth is a reminder of preceding generations, and a sacred place for contemplation. The Garth is also a place of friendship and gathering, a connection between those in our faith community who have departed and those living today.

Why was the name changed from the Columbarium to the Memorial Garden?

A columbarium is commonly understood as an above ground wall and niche structure into which cremated remains can be placed. Memorial Garden more clearly reflects our practice of in-ground interment.

Who owns, maintains records and operates the Memorial Garden?

The Memorial Garden is owned by the church, and is operated and maintained subject to the Memorial Garden Terms and Conditions. The church is responsible for all interment arrangements including the opening and closing of the interment site as well as placement of inscriptions on the wall. The church keeps all files and records for the Memorial Garden, including the identity and the location of cremated remains interred. The church maintains the Garth and the Memorial Garden including the architecture and landscaping. The church supervises all service providers, such as the irrigation system, tree care, gardening and lawn service. Capital improvements are made from time to time as required to maintain the beauty and dignity of this space.

The Director of Administration with oversight of the House, Property and Insurance Committee of Trustees is responsible for administration of the Memorial Garden and the Garth.

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Definition of Terms

What are cremated remains?

Cremated remains result from the cremation of the deceased's body. Cremated remains are also commonly called "ashes" or sometimes "cremains".

What is the House of Hope Memorial Garden?

Within the Garth courtyard, cremated remains are enclosed in a durable urn and interred below ground in a designated place. The name and year of birth and death of the person are inscribed on the limestone walls of the Garth.

What is a columbarium?

A columbarium is an above ground wall and niche structure into which cremated remains are placed. House of Hope does not currently have a columbarium structure for the interment of cremated remains. This may be considered in the future, but at present House of Hope can only inter cremated remains in the ground; a memorial garden setting.

What is an inscription?

An inscription is the engraving in stone of a person's name, year of birth and year of death. The inscription will be placed on a limestone block on the wall of the Garth.

What is interment?

Interment refers to placing of the urn containing cremated remains of the deceased into the ground.

What is the "Agreement for use of the Memorial Garden"?

This is an agreement between yourself and the church by which you acquire the right to use a space in the Memorial Garden for the interment of your cremated remains or those of another person.

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What is an interment space?

An interment space is a plot of ground designated for the interment of a deceased person's cremated remains.

What is an urn?

An urn is a receptacle into which the cremated remains are placed. The urn must be no larger than 8" wide, by 8" long, and no more than 12" deep.

What is a Sexton?

Traditionally, the Sexton is a church employee or officer charged with the responsibility for the opening and closing of graves. At House of Hope this role is served by the Facilities Manager.

Policies, Procedures and Fees

Who may be interred in the Memorial Garden?

Interment in the Memorial Garden is generally available to currently active members, their spouses or partners, and children. Former members may be considered if their membership was active until their transfer.

How do I make pre-arrangements for interment in the Memorial Garden?

Please contact the Director of Administration to begin the process. You will need to complete and sign an Agreement for use of the Memorial Garden that will be provided.

How many spaces may I reserve?

You may make pre-arrangements for as many spaces as needed for persons eligible to be interred.

May I choose the location of the interment?

Yes. At the time of agreement you may choose the locations of both the interment and the inscription based on availability.

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What type of urn can be used for the cremated remains?

Interment must be in an urn which is made of a durable material and is sealed to be water tight. Urns or other receptacles made of degradable, breakable or non-water tight materials are not allowed. This requirement is necessary to prevent future instability or sinking of the ground at the interment site. The urn must be no larger than 8" wide, by 8" long, and no more than 12" deep. The cost of the urn is not included in *the Memorial Garden* use fee.

May other items be interred with the urn?

No. Other items may not be interred in or with the urn.

Can the cremated remains be scattered or raked?

No. Only interment in a durable urn is permitted.

May cremated remains of two people be co-mingled in a single urn?

Yes. Arrangements for co-mingling prior to the delivery of the urn to the church must be made.

What will be on the wall inscription?

The name, year of birth and year of death of the person will be inscribed on the Garth wall in the location designated. No other inscriptions are permitted. All inscriptions will be of a uniform size and style determined by the church. The cost of the inscription is included in the Memorial Garden use fee.

May I have my inscription placed before I die?

Inscriptions will only be placed following interment.

When is the interment usually done?

Often, interment will take place immediately before a memorial service. In the event of inclement weather, interment may be delayed until practical. Arrangements for interment at other times can be made by contacting the church. Options include a private interment by the Sexton, private interment with prayer by an attending minister, or interment in the presence of family and an attending minister.

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How will the church and funeral home interact?

At the time of death, the family, funeral home, and the church are in communication with each other. The cremated remains must be in a sealed, durable urn and ready for interment when delivered to the church. Family or funeral home will be responsible for custody of cremated remains up until the time of interment. Urns or cremated remains will not be kept at the church for future interment. Delivery to the church should only be made on the day scheduled for interment.

Is a memorial service at House of Hope required before interment in the Memorial Garden?

No. A memorial service at House of Hope is not required.

When can family members visit the Memorial Garden?

The Memorial Garden is available for visits on Sunday mornings or during regular church business hours. Please call the church during regular business hours to make arrangements for out of town visitors at other times.

May I place decorations in the Memorial Garden?

The placement of flowers or decorations in the Memorial Garden is not permitted. Please contact the church office for opportunities to provide memorial flower arrangements or plants for Sunday services or other special occasions.

What about cremated remain that I already have?

You may have them interred in the Memorial Garden after church acceptance of an Agreement for use of the Memorial Garden. Please contact the Director of Administration to begin the process.

Do I actually own the plot or engraving?

No. The Agreement for use of the Memorial Garden is only a license for use. No real property right or interest is created.

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May I change who may be interred in my space in the Memorial Garden?

Yes. During your lifetime, you may change the designated person(s) to others in your immediate family by a written amendment to the Agreement for use of the Memorial Garden signed by the church representative and yourself.

What if I decide later not to use the Memorial Garden?

If there has been no interment and you decide that your reserved space(s) for interment and engraving are no longer needed, the Agreement for use of the Memorial Garden may be cancelled by written notice to the church. The church will return eighty percent (80%) of the sum paid. The remaining twenty percent (20%) of the original payment shall be retained by the church for administrative cost. Interest will not be paid.

May I sell the reserved interment or inscription locations to another person?

The sale, transfer or assignment of the Agreement for use of the Memorial Garden is not allowed other than a transfer to another person(s) in your immediate family.

May I remove cremated remains from the Memorial Garden for any reason?

Cremated remains can be removed only with prior written consent on the church. Consent will be contingent upon proof of the right to control disposition of cremated remains for the person requesting the dis-interment. Wall inscriptions, already placed, will not be removed.

How much will it cost?

The current fee can be found in the Memorial Garden fee list, which is updated from time to time. A current fee list may be obtained from the church office or on our web site.

What is included in the fee?

The fee includes, for each interment, the choice of specific interment and inscription locations, interment of the cremated remains and engraving of the Garth wall with the name, year of birth and year of death of the person whose cremated remains are interred. It also pays for gardening, seasonal decoration, maintenance and capital improvements for the Garth, the cost of maintaining records of use and administration of *the Memorial Garden* in perpetuity.

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Are there any fee payment options?

Yes. The fee can either be paid in full when the agreement is signed or paid in equal installments over three years. The first installment is due when the agreement is signed. No interest will be charged when using the three payment option. Unpaid installments, if any, will be due and payable at the time of interment.

What other costs are involved in being interred at the House of Hope?

A memorial service in the church, honoraria for minister, musicians, special reception catering, etc. are separate and subject to church policies and fee schedules. The cost of a sealed, durable urn is also not included and should be procured from the funeral home handling arrangements.

Does the price include cremation?

No, the price does not include cremation. Arrangements for cremation should be made through a funeral home.

What if I have already signed an Agreement for Use of the Columbarium?

Those who have existing pre-arrangements for the Columbarium will be contacted to re-confirm their intention to be interred at House of Hope. Those re-confirming will be asked to sign a new agreement and to make arrangements to pay the fee that has been established by the session. Previous interment and inscription site selections will be honored. If this is completed by July 31, 2016, the Memorial Garden use fee will be reduced by 20%. After July 31, 2016 any existing Columbarium use agreement that has not been re-confirmed will be considered cancelled.

What if I have been considering interment in the Garth but have not made pre-arrangements yet?

For any new pre-arrangements made before July 31, 2016 the fee will be reduced by 20%.

Approved by Session May 19, 2015