

# Glenview Community Church Memorial Gardens Policy

## Interment

1. Members, their families, and friends of Glenview Community Church (GCC) may have their ashes interred in a GCC Memorial Garden.
2. Ashes are placed directly into the earth at a spot preselected by the family. Urns and other containers will not be used.
3. Interments are scheduled through the church office by:
  - a. Completing and submitting the form, *Request for Interment in the Memorial Garden*, to the church office at 1000 Elm Street, Glenview, Illinois 60025.
  - b. Speaking with a minister of GCC to determine a mutually agreed-upon date and time.
4. A *Certificate of Cremation* (provided by the funeral home) is required prior to interment.
5. The interment of ashes is permanent and may not be moved or transferred.

## Memorialization of those interred

1. Interior Garden (MG1)
  - a. A bronze nameplate with **name, birth** and **death year** is added to the Wall of Life plaque at or near time of interment.
    - The GCC office staff is responsible for ordering the tags
    - The Wall of Life is located adjacent to the entrance of the Interior Memorial Garden
2. Exterior Garden (MG2)
  - a. A blank 5" x 4" x 2" (approx.) stone marker will be placed over the plot at or near the time of interment.
  - b. An optional bronze nameplate may be mounted on the stone marker indicating **name, birth** and **death year (no images, emblems, or motifs)**. Plaques may be ordered at the time of death through the church office for a separate fee.
3. A location map of interred ashes for each Memorial Garden is kept in the church office.
4. No other ornaments, containers or individualized plantings are permitted in either garden.
5. Flowers may be temporarily placed in the garden. They will be removed when they are no longer fresh.

## Reservations

1. Space in the Exterior Memorial Garden may be reserved in advance by submitting the *GCC Memorial Garden Interment Plot Reservation Form*.
2. The burial space allocated to each member of the garden will be the same size.
3. Adjacent burial spaces may be requested and reserved.

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4. Individuals may request to be interred in the same plot with cremains combined provided fees are paid for each individual.
5. Reservations previously made for the Internal Memorial Garden may be transferred to the new Exterior Memorial Garden with pre-paid fees applied to the current fee schedule.
6. Interment fees are due when an interment reservation is made.

## Remembrance Plaques

1. An area of the tall perimeter wall of the Exterior Memorial Garden, the Remembrance Wall, will be available for Remembrance Plaques.
2. Remembrance plaques are intended for families to create a memorial location at GCC for family or friends interred elsewhere or to commemorate significant family history. The initial limit is three plaques per family.
3. Plaques will be cast bronze and permanently mounted on the designated surface.
4. Remembrance plaques will include text only and can be ordered by submitting a *GCC Memorial Garden Remembrance Plaque Order Form*.
5. Messages must be approved by the Memorial Garden Care Committee or the Senior Minister.

## Fees\*

1. The fee for a GCC member or their immediate family to be interred in a GCC Memorial Garden is \$2,000 – this includes:
  - a. A burial location in the garden
  - b. A stone marker (exterior garden only)
  - c. Records of interment kept in the church office
  - d. Immediate family is defined as parent, children, or spouse/life partner
2. An extended family member or friend of a church member will be charged 50% above that of the current member cost.
3. Financial assistance will be available as funds permit. Requests for assistance will be made by application to the Senior Minister of GCC.
4. If a spot in the Interior Memorial Garden becomes available, the spot can be reserved at the same rate as the Exterior Memorial Garden.
5. The fee for a bronze nameplate for the Exterior Memorial Garden will be the cost of the engraved bronze nameplate plus 10%.
6. The fee for a Remembrance Plaque is \$500 plus the cost of the engraved bronze plaque and installation.
7. Fees for reservations and plaques related to the Memorial Garden will be based on the following:
  - a. Construction Costs (Materials and Labor)
  - b. Annual Maintenance (including repairs, landscaping and other maintenance)

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- c. Ongoing costs of materials and services (nameplates and memorial stones)
  - d. Funding needs for Memorial Garden Reserve to ensure perpetual maintenance of both gardens
2. Fees will be reviewed on an annual basis.

## **Additional Items**

1. The Memorial Garden Care Committee (MGCC) will be responsible for maintaining a garden enhancement list of items they deem appropriate for complementing the basic garden design and enhancing the experience of visitors to the Memorial Gardens when it is fiscally viable to do so.
  - a. The MGCC will select the specific items for purchase.
  - b. The MGCC seek approval for each item and cost to purchase from the Leadership Council.
  - c. When the funds for each purchase become available, the MGCC will work with GCC's Properties Board and Business Administrator to arrange for purchase and installation of that item.
2. In the event of special monetary gifts or donations to the Memorial Gardens, the MGCC can use these funds to purchase items from the garden enhancement list.
3. Persons interested in donating money to purchase a garden enhancement in memory of a loved one, should contact the Memorial Garden Care Committee directly.
4. Bronze plaques identifying who is being memorialized by the addition of a specific item can be installed (upon request) on or next to the item and at a cost comparable to the Remembrance Wall plaques.
5. The size of the plaque will be determined by the Memorial Garden Care Committee based on available space on or near purchased item.
6. If no specific enhancements are requested or needed, donations will be added to the Memorial Garden Reserve (once the exterior garden construction loan has been repaid).

## **Care and Maintenance**

1. The Memorial Garden Care Committee reports to the Properties Board and is part of the Resources Ministry.
2. The Memorial Garden Care Committee will oversee the maintenance and care of both memorial gardens to ensure a beautiful and peaceful area for people's final resting places. These activities are to be funded from the Memorial Garden Reserve fund, and include but are not limited to
  - a. seasonal planting
  - b. weeding
  - c. removing debris and cut flowers that are no longer fresh
  - d. maintenance, care, and replacement (when needed) of items unique to the gardens such as urns, benches, fountains, signs

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3. Annual maintenance and upkeep of both gardens such as lawncare, tree trimming, watering, and other activities that are consistent with overall property maintenance are the responsibility of the GCC Operations Staff and funding within the annual GCC Operating Budget.
4. Interment requests; records of those interred (including a location map); and ordering of memorial stone markers, nameplates, plaques, and other materials will be administered by the church office staff.
5. Fees from interment reservations and plaque orders:
  - a. will fund repayment costs of the construction of the exterior garden and any future additions to the garden
  - b. after payback of construction costs, will fund a Memorial Garden Reserve fund for the perpetual maintenance and upkeep of both gardens including annual landscaping and care.
  - c. can help fund any future additions to the gardens.

*For questions, please contact the church at 847-724-2210*

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\*Fees listed are 2024 pricing