

Charter
Memorial Garden Committee
Unitarian Universalist Church of the Shenandoah Valley (UUCSV)
Approved by Board August 2, 2005

I. Establishment

By direction of the Board of Directors of the UUCSV a standing committee is hereby established, effective August 2, 2005, for the purpose of the creation, maintenance and administrative operation of a memorial garden. The garden, to be located adjacent to the church building, will provide a place for memorialization and interment of ashes for members and friends of UUCSV.

The committee will consist of three people who are members in good standing of UUCSV, one of whom will be designated as Administrator. As vacancies occur, they will be filled by nominations from the committee, with approval of the Board.

II. Duties

The committee will:

- Create the design for the garden and coordinate with the grounds committee for installation of the walkways and landscaping. Ensure that additions (e.g., bricks, plants, benches) are compatible with the overall design.
- Meet on a regular basis to develop strategies for promoting use of the garden, to establish and maintain policies and procedures for its use and maintenance and to provide general oversight.
- Establish and maintain a record-keeping system to track reservations and payments made by clients and ensure that final wishes regarding placement of the memorial and/or ashes are complied with. Income and expense information will be provided periodically to the Treasurer for reconciliation to financial records.
- The Administrator will meet with clients, take reservations, place orders for bricks with the vendor and oversee placement of the bricks along the path in the garden.

III. Funding

1. General Operations

Spaces marked by inscribed brick pavers may be reserved by any member or friend in good standing. Fees collected for the reservation of spaces will be used for purchase of the inscribed bricks, and for installation and maintenance of the Garden (labor and materials for building a walkway, landscaping, purchase of benches, ongoing maintenance). The Garden will

be financially self-sustaining.

Funds collected by the Administrator will be documented in the Memorial Garden records, then provided to the Treasurer for deposit. The budget and expenses of the Memorial Garden Fund will be represented as a separate line item (account) in the financial records and reports of the church. However, these funds are not part of the operating budget of the church. They will be reserved exclusively for the management and maintenance of the Garden and will not be used for any other purpose. **Should the balance in the account exceed what is needed for on-going maintenance of the Garden, an investment account should be considered.**

2. Start Up Costs

Following are sources for start-up funding:

- Funds collected for the purchase of bricks and reservation of spaces, as described under General Operations, above
- Outright contributions. Anyone wishing to make a monetary contribution is welcome to do so.
- “Seed” money. Funds provided from the current operating account, with Board approval.

- the Memorial Garden Committee
Naomi Pidgeon, Mary Dale Jackson, Mary Dyke 8/2/05