

Policies and Procedures

The following policies and procedures apply to the purchase of a niche or memorial plaque at the Wesley Park United Methodist Church Memorial Garden ("Church"):

1. These policies and procedures are designed to protect the interests of those agreeing to purchase a niche or memorial plaque at Memorial Garden and the interests of the Church. It is the goal of these policies and procedures to preserve the decorum and appearance of the Memorial Garden over time. From time to time, these policies and procedures may be amended by the board of directors of the Wesley Park United Methodist Church Memorial Garden.
2. The purchase price for a niche at the columbarium includes an urn for each person inurned, the cost of initial inurnment of the cremains, a sheet bronze urn provided by the Church, and engraving of the face plate with the name and life dates of the person whose cremains are inurned. It also includes opening and closing of the niche officiated by a Wesley Park United Methodist Church pastor, choice of a niche location not previously purchased, maintenance of the inurnment site, and the cost of maintaining records for use and administration. The purchase price does not include the cost of cremation or other related funeral expenses.
3. Wesley Park recommends using the sheet bronze urn included in the price of the niche. However, another urn that may have special meaning may be used at the discretion of the church if it fits within the niche.
4. Members or former members, pastors and staff of the Church, their current or prior spouses or partners, their children (natural or adopted) and step-children, their parents, and ordained United Methodist Church pastors and their current or prior spouses or partners may be inurned at the columbarium and memorialized at the memorial wall.
5. The clergy at Wesley Park United Methodist Church will provide a brief religious service at the time of each inurnment. A member of the clergy shall conduct the service and be present at the inurnment.

6. Inurnments or other services will be conducted when reasonably feasible after the Church has received adequate notice from family members or authorized representative.
7. Pet ashes are not allowed.
8. No valuables may be placed in the urn or niche.
9. The Church will not store any urns containing remains.
10. Only fresh flowers may be placed next to a niche at the time of inurnment or dedication of a memorial plaque. The Church will remove flowers after three days. Fresh flowers may also be placed at any time subject to removal after three days.
 11. The Memorial Garden Committee will maintain entrance and availability to the Memorial Garden during normal hours of the church, or upon special requests.
12. A niche location is to be selected at the time of purchase. The owner may request a change in the niche location by written amendment to the columbarium agreement to be executed by the owner and a Church representative.
13. Any person purchasing a niche at the columbarium may change the names of persons who may be inurned in the niche by written amendment to the columbarium agreement to be executed by the owner and a Church representative.
14. If there has been no inurnment, the owner or authorized representative may request that the Church repurchase the niche. The Church may, at its discretion, repurchase the niche. The Church will refund the cost of the niche reflected in the columbarium agreement but there will be no refund of the donation to the Church referenced in the columbarium agreement.
15. In the event there has been an inurnment in a niche, the personal representative of the decedent or immediate family of the decedent whose cremains have been inurned may, with advance notice to the Church, permanently remove the cremains from the niche. Under this circumstance, there will be no refund of the purchase price or donation. The ownership rights of the niche shall revert to the Church upon removal of the cremains.
16. In the event the church chooses to close the Memorial Garden, the Memorial Garden Committee will contact the personal representative of the decedent or immediate family of the decedent whose cremains have been inurned to arrange to remove the cremains from the niche. Under this circumstance, there will be no refund of the purchase price or donation.