

# **Memorial Garden Committee Charter**

## **1. The charge of the Memorial Garden Committee**

The Memorial Garden Committee is charged with sustaining the UUFCC Memorial Garden and Plaque. The Memorial Garden and Plaque is a space set aside for reflection and remembrance of loved ones and the interment of loved ones' cremains.

## **2. How the Memorial Garden Committee shall be formed**

- The committee is composed of three to six voting members who are members or friends of the UUFCC, including the Chair, who is a member of the UUFCC. The Minister is a non-voting ex-officio member of the committee.

The members of the Memorial Garden Committee shall be appointed by the Board of Trustees.

- A member's initial term is two years. The Chair should have at least one year's experience on the Committee and serve as Chair for two years. Terms can be renewed by approval of the Board.

## **3. Responsibilities**

- Determining eligibility for Memorial Garden plaque recognition and interment of cremains.
- Ordering and scheduling the placement of the nameplates for the Memorial Garden Plaque.
- Setting the fee for inclusion of names on the Memorial Garden Plaque. Fees for individuals may be waived or reduced by vote of the Committee.
- Oversight of the separate UUFCC Memorial Garden reserve account including charitable contributions made to defer costs for those in need.
- Ensuring the financial viability of the Memorial Garden including both (1) maintaining the landscaping and (2) purchasing nameplates for those who contributed \$1,000 towards the construction and maintenance of the Memorial Garden as they were informed at the time of the contribution.
- Negotiating with outside parties for work that needs to be performed that is outside the scope of the Grounds Committee.

- Maintaining permanent records in the UU FCC office, including information on the Memorial Plaque, date and location of cremains buried, and standard biographical and obituary information (if provided) for historical and family use.
- Disseminating awareness of the Memorial Garden within the UU FCC.
- Recruit volunteers to carry out activities.
- Planning of and assisting with the interment of cremains in the Memorial Garden.
- Recommend Memorial Garden policies and decisions to the Board of Trustees.

#### **4. Meetings**

The committee meets quarterly, with the ability to act at other times to address time-sensitive issues.

#### **5. Decision-making**

- While striving for consensus, strategic decisions are made by a majority vote at the quarterly and yearly meetings.
- The committee may delegate authority to members per the tasks they are doing in the committee.

#### **6. Accountability and responsibility**

- The Board of Trustees authorizes the committee to carry out the responsibilities outlined above.
- The committee reports to the Board of Trustees on a semi-annual basis for distribution at UU FCC's mid-year and annual meetings.
- The committee will uphold all policies approved by and direction given by the Board of Trustees.
- The committee will uphold all decisions of the congregation at the congregational meetings.

*[Approved by the Board of Trustees on June 8, 2022]*