

St. Andrew's Episcopal Church
2105 W. Market Street
Greensboro, NC 27403

Policies, Rules and Regulations

The Vestry of St. Andrew's Episcopal Church has designated an area of the church property at 2105 W. Market Street, Greensboro, North Carolina, to be known as St. Andrew's Urn Garden. This area is to be used for the burial of the ashes of cremated human dead in compliance with applicable provisions of local laws and ordinances.

St. Andrew's Urn Garden shall be managed by a standing committee (the "Committee") of the Vestry. Committee members shall be appointed by the Rector, approved by the Vestry, and affirmed by the general membership at the Annual Meeting. The Committee shall consist of the Rector, the Junior Warden (or one of the Co-Junior Wardens), and three members at large (one of whom will serve as the Chair). The three members at large shall serve staggered three-year terms, with one member being replaced each January after the Annual Parish Meeting. The Committee will meet twice each year, once in the spring and once in the fall. Additional meetings may be called by the Chair if needed. St. Andrew's Urn Garden Committee will periodically report to the Vestry, and will submit a report to be included in each year's Annual Meeting Report.

The following rules and regulations were adopted by the Vestry of St. Andrew's Episcopal Church on December 15, 1980, amended on April 14, 1988, May 13, 1988, August 8, 2003, and April 16, 2016. No part of these rules and regulations shall be suspended, repealed, annulled, altered or amended unless such changes are proposed in writing by the Committee and approved by the Vestry of St. Andrew's Episcopal Church. The Committee shall review the policies and costs periodically and make recommendations to the Vestry as changing conditions require.

1. Eligibility: The cremated remains of any past or present baptized members of St. Andrew's Episcopal Church, their spouses, their children, or their parents shall be eligible for burial in St. Andrew's Urn Garden.
2. Limit of Use: Only ashes of the cremated human dead may be buried in St. Andrew's Urn Garden.
3. Records: A plat showing all available burial plots as well as the name, date of birth, date of death, next of kin and location of each person buried in St. Andrew's Urn Garden shall be maintained in the church office. A list showing the locations of plots and the names of the individuals reserving the said plots for future use shall also be maintained

in the church office. An additional current copy of these records will be maintained in a second set of files to be kept offsite by the Committee Chair as a security backup.

4. Burials: Burials shall be in one of the available plots chosen by the family of the deceased.
5. Reservation of Plots: Burial plots in St. Andrew's Urn Garden shall be available to any eligible party as defined in Section 1 above upon proper registration and payment of a \$400 non-refundable reservation fee, or such fee as shall be in effect at the time the reservation is made. Reservation of a plot conveys no ownership rights to the plot. An individual who has reserved a plot may not transfer their rights to the plot to any other person, estate or corporation. Rights to a plot may be relinquished by written notice delivered to the Rector or Junior Warden(s). Any plot which is unused one (1) year after the death of the individual in whose name it is reserved may be reassigned by the Committee. No fees shall be refunded to any person upon relinquishment or reassignment of a plot.
6. Multiple Burials: The ashes of spouses may be buried in the same plot. No other multiple burials will be made except by approval of the Rector.
7. Plots and Burials: Lots will be twelve (12) inches by twelve (12) inches by thirty-six (36) inches deep and will be closed with a minimum of three inches of earth plus a granite marker. All ashes will be enclosed in an urn of size and construction as approved by the Committee. All urns used in St. Andrew's Urn Garden will be of a size to fit into an outer container provided by the church. Such urns shall be no larger than eight (8) inches by eight (8) inches by ten (10) inches high.
8. Markers: Each plot shall have a granite marker of uniform color, twelve (12) inches by twelve (12) inches by four (4) inches in depth, set approximately $\frac{3}{4}$ to 1 inch above ground level. All markers shall be ordered by the church office.
9. Inscriptions: Inscriptions carved in the markers shall consist only of the name of the deceased, and the dates of birth and death. In the case of multiple burials, both sets of names and dates shall be on a single stone. No epitaphs will be permitted.
10. Plantings, Flowers, and Decorations: St. Andrew's Episcopal Church will maintain St. Andrew's Urn Garden. Any plantings or landscaping will be made only with approval of the Committee. Flowers and decorations are welcomed for special days. Decorations should be removed within two days of the special days.
11. Rites: All burial rites will be as prescribed by the Rector of St. Andrew's Episcopal Church.
12. Costs: A burial fee shall be charged to cover the actual cost of opening and closing the grave, and providing and placing a stone marker bearing the first inscription. This burial fee is separate from the reservation fee prescribed in Section 5 above. In the case of multiple burials in a single plot at separate times, a second burial fee, as shown on the Urn Garden Fee Schedule below, shall be charged for the second interment. Prepayment

of burial fees may be made at rates applicable when payment is made. All burial fees will be set by the Committee, approved by the Vestry, and will be publicized in the Church Bulletin and in the monthly newsletter, Harmony. The Committee shall provide each family with an itemized invoice, stating these expenses at the time of burial. The cost of any service of a funeral director is the responsibility of the family and is in addition to any fee paid to St. Andrew's Episcopal Church.

13. Maintenance Expense Fund: All reservation and burial fees collected will be maintained in a trust to be used for maintenance of St. Andrew's Urn Garden. All expenditures must be initiated by the Committee and approved by the Vestry.
14. Covenants: All parties reserving a plot or burying an eligible party in a plot shall execute an agreement granting full authority to St. Andrew's Episcopal Church to exhume and re-bury any ashes if for any reason St. Andrew's Urn Garden shall be relocated or if exhumation is necessary to facilitate maintenance.
15. Waiver: The Vestry of St. Andrew's Episcopal Church may modify, amend, repeal, suspend or waive any or all of these policies, rules and regulations at any time. The Rector of St. Andrew's Episcopal Church may waive the requirement for any fees associated with burial in St. Andrew's Urn Garden, provided the Rector advises the Vestry of such waiver at its next meeting.
16. Urn Garden Guild: The Urn Garden Guild was established July 8, 2018 which consists of volunteers to assist with the up keep of the Urn Garden and to assist the Urn Garden Committee when needed with the preparation of the grave for funerals. The Guild will have a coordinator who will schedule routine up keep e.g. cleaning the graves stones and appearance of the Urn Garden. The Urn Garden chair will be advised of any items needing attention.

Urn Garden Fee Schedule

Current Fees:

Urn Garden Plot	\$200
Burial of Single/1 st Urn	\$505*
Burial of 2 nd Urn in a plot	\$280**
Grave Liner, per Urn	\$60

Total Fees for single: \$765

Total Fees for double: \$1,105

Note: additional \$15 for funerals held on the weekend.

*Fee includes opening/closing grave, liner, granite marker, engraving, and continuing maintenance.

**Fee includes opening/closing grave, liner and 2nd engraving.

All charges are payable to St. Andrew's Episcopal Church.

Prices are subject to change.

Urn Garden Reservation Form

Having read and agreed to the Rules and Regulations of the St. Andrew's Urn Garden, I/We reserve a plot for an immediate burial, or for our use in the future. The cost to reserve a plot is \$400 payable to St. Andrew's Episcopal Church at this time.

Signed _____

Print Name(s) and Address of Person(s) Reserving Plot:

1 _____ 2 _____

Contact Information

Name of Person(s) to be buried in plot:

1 _____ 2 _____

Next of Kin: _____ Relationship: _____

Phone Number: _____ Address: _____

Plot Assigned: _____ Amount Given: _____

Single or Double Use: _____ Method of Payment: _____

By: _____ Date _____

St. Andrew's Episcopal Church

Date

St. Andrew's Episcopal Church Urn Garden
2105 W. Market Street
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Grave Marker Information

The following information is required by a family member (next of kin) and returned to the church office for a grave marker to be ordered from the monument company. Please print all information. Illegible or incorrect information shall be the responsibility of the person completing the form.

Please Print

Name (as it should appear on the marker)
Date of Birth _____ Date of Death _____

Signature: _____

Relationship to deceased: _____

Single or Double Marker (choose one)

