OPERATING POLICY
for
AIKEN'S FIRST BAPTIST CHURCH MEMORIAL GARDEN

Adopted by Church in the June 19, 2022 Church Conference subject to changes recommended by the Memorial Garden Committee and approved by the Church Council.

I. GENERAL

Aiken's First Baptist Church Memorial Garden consists of two Garden Plots located on the southside of the Sanctuary bordering either side of the Columbarium Plaza. Each Garden will accommodate approximately 200 cremated remains interred in a container approved by the committee. Persons interred in the Memorial Garden will be honored by a plaque installed on the adjacent wall. A Columbarium with 72 double niches is located in the Plaza between the two garden plots. Persons inurned in the Columbarium will be recognized with their name on the granite niche cover.

II. USE OF MEMORIAL GARDEN

1. Members of Aiken's First Baptist Church, and members of their immediate families who elect cremation, may have their ashes buried in the Garden or inurned in the Columbarium. Ordained ministers presently serving the Church, as well as those who have served in the past, and their family members, are eligible. Former members of the Church who wish their remains to be interred are eligible.
2. After the execution of an agreement for burial, transfer or cancellation requests may be granted subject to the decision of the Committee charged with the responsibility of operating the Garden. Granting of transfer or refund, either in whole or in part, will be dependent on the financial situation of the Memorial Garden Account at the time of the request and will be at the sole discretion of the Memorial Garden Committee.
3. The columbarium niches remain the property of Aiken's First Baptist Church. The fee paid by the purchaser is for the privilege of use and does not involve a transfer of ownership. Aiken's First Baptist Church reserves the right to move the niches and cremated remains to another location, if the Church determines such a move to be appropriate.
4. A form for arranging for the use of burial plots and inurnment in the columbarium will be furnished by the Church, and a record of agreements and inurnments will be maintained in the Church office.

III. FUNDS

1. The fee for using a burial plot is $900.00. This will cover the expense of the burial, a name plate, and continued garden maintenance. The fee for the purchase of a single niche is $1,500 and a double niche is $2,500. Further, an additional fee to designate a double niche, after a single niche has been purchased, is $1,100. Fees may be changed in the future by appropriate Church action. Applications for plots and niches may be

made at the time of death or any time in advance of need and are encouraged as a source of the necessary funds for the Columbarium and Memorial Garden. While the precise burial place may not be designated in advance in the Garden, effort will be made for burials of family members in contiguous plots. Purchasers of niches in the Columbarium may select their niche at the time of purchase. The Committee may waive the charge for our ordained ministers, past or present, and their family members. The Committee may also waive the charge for others if it considers such an action justifiable.

2. Funds received from agreements for internment, as well as from any designated gifts to establish or maintain the Memorial Garden, will be held in a separate account. Funds so generated will constitute a maintenance fund so that the Garden will eventually be self-supporting in perpetuity. Withdrawals from the account may only be made by the Committee.
3. All records and books of the account will be subject to audit just as other records of the Church are audited and subject to review by the Finance Committee, as are other accounts.

IV. ADMINISTRATION

1. A Memorial Garden Committee (Properties Committee) consisting of six Church members will have the responsibility and authority to ensure that Church Policy for the Garden is implemented and maintained. The Church Administrator, under the supervision of the Committee, will establish and maintain permanent records, make arrangements for burials, purchase and install name plates, and insure proper maintenance.
2. The Committee shall not be liable for injury or damages in connection with the operation of the Columbarium and Memorial Garden.
3. The Committee shall resolve all matters arising in connection with the operation of the Columbarium and Memorial Garden.
4. The Committee will make an annual report to the Church to include the number of burials, the number of agreements for burial plots and niches, funds received and expended, and balance of funds on hand. The annual report shall be presented at the first quarterly church conference beginning in 2023.
5. For meetings, the majority of members assigned to the Committee will constitute a quorum. Meetings should be held, as need to assure that all policies and procedures are being followed.

V. INTERMENT/INURNMENT

1. At the time of death, the legal or personal representative of the person to be interred will notify the Church.
2. Only biodegradable containers acceptable to the Church may be used for interment.
3. The legal representative will furnish the Church Administrator the name, date of birth, and the date of death of the deceased. The Church will then have the responsibility of obtaining the metal plate containing that information which will be placed on a plaque

mounted on the adjacent wall. For those being inurned in the Columbarium, the Church will have that information inscribed in the granite niche cover. No ornamentation other than the metal plate, furnished by the Church, will be permitted in the Garden.

4. The cost of cremation and any attendant cost and expense will be the responsibility of, and paid by, the legal representative of the deceased, not the Church.
5. Any ordained minister, or other person, approved by the Pastor may conduct funerals in the Garden.
6. Upon the request of a member of the deceased person's immediate family or a person showing evidence of proper authority, a niche may be opened, and the contents removed. Any opening of a niche may be done at a time convenient to Aiken's First Baptist Church, any expenses relating thereto, including but not limited to replacing the granite niche cover, shall be borne by those requesting such action. Upon removal, the family terminates their right to use the niche. Aiken's First Baptist Church may rely on any documents showing evidence of authority and shall not be required to make any further inquiry. Any person requesting opening and removal shall release Aiken's First Baptist Church from any liability in connection with the action, shall agree to indemnify and hold Aiken's First Baptist Church harmless from any costs (including legal fees and court costs) incurred in connection with such opening and removal. Family members shall ensure that such removal is accomplished in compliance with applicable State and Federal laws.
7. Any permits for interment required by law must be secured and furnished by the legal representative of the user, his/her family, or the funeral director.
8. Flowers used during the service in the Sanctuary are not to be transported to the Memorial Garden for the interment portion of the service. If there is to be only a "Grave-side" service, flowers may be used. These flowers must be removed within 24 hours following the service.
9. No items used to indicate the location of the person interred in the Garden, may be left within the Memorial Garden area.

VI. CHANGES IN CHURCH POLICY FOR MEMORIAL GARDEN

The policy for operating Aiken's First Baptist Church Memorial Garden may be changed by appropriate Church action.